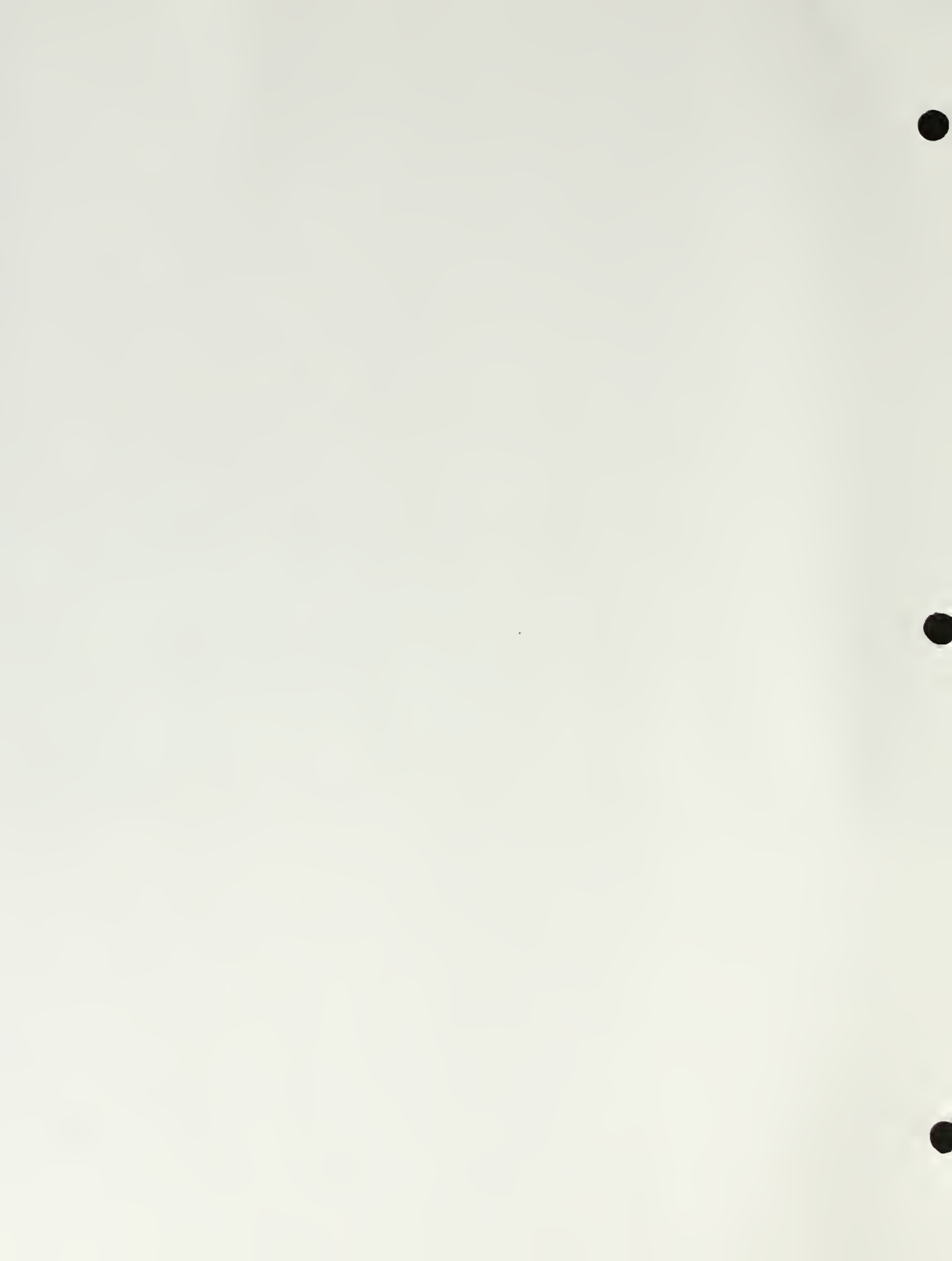


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**Information Services, Inc.**



# MONTANA

## LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA) GRANT MANUAL

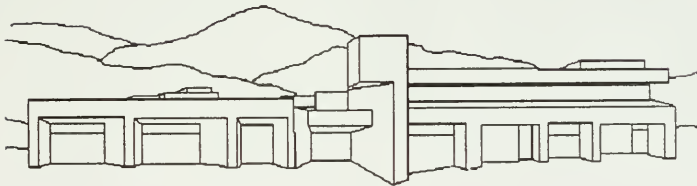
TITLE I  
TITLE II  
TITLE III

STATE DOCUMENTS COLLECTION

MAR 27 1994

MONTANA STATE LIBRARY  
1515 E. 6TH AVE.  
HELENA, MONTANA 59620

FISCAL YEAR 1995



**MONTANA STATE LIBRARY**  
1515 EAST 6TH AVENUE  
BOX NO. 201800  
HELENA, MT  
59620-1800



**MONTANA  
LIBRARY SERVICES AND CONSTRUCTION ACT (LSCA)  
GRANT MANUAL**

**TITLE I – TITLE II – TITLE III**

**FISCAL YEAR 1995**

\*\*\*\*\*

**FY 1996 LSCA MANUAL UPDATE REQUEST FORM**

\*\*\*\*\*

**ENCLOSED YOU WILL FIND FY 1995 REPLACEMENT PAGES FOR THE  
LSCA GRANT APPLICATION MANUAL.**

**THE GRANT APPLICATION MANUAL IS DESIGNED TO BE UPDATED ON AT  
LEAST AN ANNUAL BASIS. PLEASE DO NOT DISCARD THE ENTIRE MANUAL.  
REPLACEMENT PAGES WILL CONSIST OF AFFECTED PAGES ONLY; THE REST OF  
THE MANUAL WILL REMAIN IN EFFECT FOR SEVERAL YEARS.**

**PUBLIC LIBRARIES AND ACADEMIC LIBRARIES WILL BE MAILED  
REPLACEMENT PAGES AUTOMATICALLY. ALL OTHERS INTERESTED IN  
RECEIVING REPLACEMENT PAGES FOR THE NEXT FISCAL YEAR SHOULD  
SUBMIT THIS FORM TO THE LSCA COORDINATOR, MONTANA STATE LIBRARY,  
BOX NO. 201800, HELENA, MT 59620-1800.**

**NAME OF LIBRARY/ORGANIZATION:**

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**LIBRARY/ORGANIZATION MAILING ADDRESS:**

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# GENERAL INFORMATION

*Questions regarding the LSCA application process should be directed to:*

*LSCA Coordinator  
Montana State Library  
P.O. Box 201800  
Helena, MT 59620-1800  
406-444-5350*



## DISTRIBUTION OF FY 1995 MONTANA LSCA ESTIMATED FUNDS

The Montana State Library Commission (MSLC) is emphasizing three LSCA Title I Purposes and three LSCA Title III Purposes (as indicated on the following pages) in the FY '95 grant application process.

Grant applications will be accepted under any and all LSCA Title I and III Purposes (for a listing of all LSCA Title I & III Purposes, see Appendices - A-2 through A-6), but special consideration will be given to those grant applicants seeking funding under the Purposes emphasized by the MSLC.

FY '95 Title I, II, and III grant applications will be accepted subject to Congress making an appropriation for the LSCA Program.

The preliminary amounts listed below are based on FY 1994 amounts and may be revised by the Montana State Library Commission.

### ESTIMATED FUNDS AVAILABLE FOR SUBGRANTS

LSCA TITLE I FUNDS DESIGNATED FOR COMPETITIVE GRANTS:	\$ 55,000
LSCA TITLE II FUNDS DESIGNATED FOR COMPETITIVE GRANTS:	\$ 137,000
LSCA TITLE III FUNDS DESIGNATED FOR COMPETITIVE GRANTS:	\$ 90,000

**BACKGROUND INFORMATION - DESCRIPTION BY TITLE OF LSCA FUNDING**

**TITLE I: PUBLIC LIBRARY SERVICES**

TOTAL LSCA FY '95 TITLE I PROJECTED FUNDING: \$ 425,000

TOTAL LSCA FY '95 TITLE I FUNDS DESIGNATED FOR MONTANA STATE LIBRARY PROGRAMS (MSL): - \$ 391,464

<u>MSL PROGRAMS</u>	<u>LSCA FUNDS</u>	<u>% OF TOTAL PROGRAM BUDGET</u>	<u>% OF TOTAL TITLE I LSCA ALLOTMENT</u>
Statewide Library Resources(IR)	\$ 93,369	17%	22%
Statewide Library Resources(LD)	\$ 97,660	40%	22%
MT Talking Book Library	\$127,734	63%	30%
Institutions	\$ 30,314	65%	7%
Administration Operations*	\$ 25,507	5%	6%
<u>Administration Indirect Costs **</u>	<u>\$ 19,880</u>	100%	<u>5%</u>
TOTALS	\$391,464		92%

\* Includes Library Services Advisory Council funding.

\*\* Indirect Costs of Managing Federal Funds -- By Montana law, these costs must be paid directly to the State General Fund. They do not come to the Montana State Library.

TOTAL LSCA FY '95 TITLE I FUNDS DESIGNATED FOR COMPETITIVE GRANTS: \$ 33,536

LSCA FY '94 TITLE I CARRYOVER FUNDS: + \$ 21,421

TOTAL COMBINED LSCA TITLE I FUNDS DESIGNATED FOR COMPETITIVE GRANTS: \$ 54,957

**LSCA TITLE I PURPOSES EMPHASIZED BY THE MSLC:**

1. Public Library Services to Areas Without Services
3. Services to the Disadvantaged
13. Handicapped

**Examples of Title I Grants Funded Previously:**

- Library Services for the Homebound & Elderly - \$16,550
- Librarians' Attendance at a Rural Libraries Conference - \$3,941
- Extending Library Service to Persons with Disabilities - \$6,000

**TITLE II: PUBLIC LIBRARY CONSTRUCTION AND TECHNOLOGY ENHANCEMENT**

<b>TOTAL LSCA TITLE II PROJECTED FUNDING:</b>	<b>\$138,000</b>
<b>LSCA TITLE II PROJECTED FY '94 CARRYOVER:</b>	<b>+ \$ 42,000</b>
<b>TOTAL LSCA TITLE II FUNDS USED FOR TITLE II ADMINISTRATIVE PURPOSES: Contracting an Architect to Review Project Drawings / Funding Title II Committee:</b>	<b>- \$ 1,000</b>
<b>LSCA TITLE II PROJECTED FY '95 CARRYOVER:</b>	<b>\$ 79,000</b>
<b>LSCA TITLE II FUNDS DESIGNATED FOR COMPETITIVE GRANTS:</b>	<b><u>\$100,000</u></b>

**Examples of Title II Grants Funded Previously:**

Building Purchase & Remodeling for Relocation of Glendive Public Library - \$121,376  
New Building Construction for Boulder Community Library - \$49,000

**TITLE III: INTERLIBRARY COOPERATION AND RESOURCE SHARING**

<b>TOTAL LSCA TITLE III PROJECTED FUNDING:</b>	<b>\$ 94,000</b>
<b>STATEWIDE COLLECTION MANAGEMENT &amp; TECHNOLOGY COMMITTEES:</b>	<b>- <u>\$ 4,000</u></b>
<b>LSCA TITLE III FUNDS DESIGNATED FOR COMPETITIVE GRANTS:</b>	<b><u>\$ 90,000</u></b>

**LSCA TITLE III PURPOSES EMPHASIZED BY THE MSLC:**

2. Establishing, Expanding and Operating Library Networks
3. Planning for Statewide Resource Sharing
4. Technology Capacity for Interlibrary Cooperation/Resource Sharing

**Examples of Title III Grants Funded Previously:**

Lincoln County Library Network (LincNet Project) - \$36,133  
Helena Area Network (Reference Point Project) - \$36,347  
LaserCat Grants - \$15,000

## APPEAL PROCESS

The Library Development Program will notify all applicants of the Titles I, II and III grant awards based on the Montana State Library Commission's action. Any person or group submitting a proposal for grant funds to the Montana State Library Commission shall have the right to appeal if the proposal is not funded. Partially funded proposals have no bases for appeal.

ADMINISTRATIVE RULES OF MONTANA

9/30/87

**10.101.206 APPEALS PROCESS FOR DENIAL OF A GRANT** (1) Any person or group submitting a proposal for grant funds to the Montana state library commission shall have the right to appeal if the proposal is not funded. The request for the appeal shall be made to the Montana State Librarian at 1515 E. Sixth Ave., Helena, MT 59620 (444-3115) within 12 working days of receipt of the letter denying the grant.

(2) Upon receiving a notice of appeal, the state librarian, acting on behalf of the commission, shall convene an independent review committee. The committee shall be composed as follows: a representative named by the appellant who is not from the appellant's library or governing authority; a representative chosen by the chair of the Montana library services advisory council, who is not a council member; a representative from the library community who is not connected to the appellant, named by the president-elect of the Montana library association.

(3) The independent review committee shall hear the appeal based on procedures which it shall determine. Both the appellant and the state librarian shall have equal opportunity to present testimony either in writing or orally and to respond to points raised by the other party. The independent review committee shall make its findings and recommendations to the Montana state library commission which shall take final action on the appeal. The commission can affirm, deny, or modify the recommendations of the independent review committee.

(4) The state librarian, upon final determination of the appeal by the commission, shall notify the appellant in writing. This notice shall conclude the appeals process.

(History: Sec. 22-1-103 MCA; IMP, 22-1-103 MCA; NEW, 1987 MAR p. 1622, Eff.)

Libraries approved by the Commission to receive a grant shall not proceed with the project until: (1) all elements of the appeals process (if there are any appeals) are complete; (2) a memorandum of agreement specifying requirements is signed and on file at the Montana State Library.

Submitted by: \_\_\_\_\_  
(OPTIONAL) Name Organization

**MONTANA LIBRARY SERVICES ADVISORY COUNCIL**  
**EVALUATION OF THE FY '95 LSCA TITLES I, II & III**  
**GRANT APPLICATION MANUAL**

Please assist the **Advisory Council** in its ongoing effort to improve the LSCA grant application process by completing this evaluation form and returning it by **December 16, 1994**, to the LSCA Coordinator, Montana State Library, 1515 E. Sixth, Box No. 201800, Helena, MT 59620-1800. Thank you.

*(NOTE: Use additional paper where necessary.)*

**SECTION I: Written Materials**

How effective were the written guidelines explaining the FY '95 application process? What items should definitely be maintained or maintained with changes in the next set of guidelines? What items should be added to the FY '96 version that were not included in the FY '95 version? What items should be eliminated from the next set of guidelines?

Keep/Change: \_\_\_\_\_  
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**SECTION II: Understanding the Application Process**

Were some components of the process difficult to understand? Please identify by page number and section any areas that were confusing or lacked sufficient clarity of instruction.

Comments: \_\_\_\_\_  
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**SECTION III: Other Comments**

Comments: \_\_\_\_\_  
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# TITLE I

*Questions regarding the LSCA application process should be directed to:*

*LSCA Coordinator  
Montana State Library  
P.O. Box 201800  
Helena, MT 59620-1800  
406-444-5350*

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## ELIGIBLE APPLICANTS

- Montana public libraries, schools, and nonprofit agencies or organizations which apply for funding for a project which will benefit public library service, may apply for grants under Title I.
- To be eligible to submit an application, Montana libraries must have an approved Collection Management Policy on file at the Montana State Library.\* See Collection Management Policy -- Green Section.

\*"Parts of the Collection Management Policy are also required in the application process."

## ELIGIBLE PROJECTS

### TITLE I: PUBLIC LIBRARY SERVICES

The Montana State Library will accept applications for projects under all LSCA Title I Purposes. (For a listing of the Title I & III Purposes, see Appendices - pages A-2 through A-5.) Special consideration will be given to applications under the following Purposes:

#### 1. Public Library Services to areas without Services

This includes, but is not restricted to, projects such as:

- specialized training opportunities for public librarians and/or public library trustees in providing library services to those beyond the library's current patron population
- statewide, regional, and/or model programs that provide outreach public library service to currently unserved Montanans in an innovative, unique manner
- regional and/or model library administrative programs that demonstrate methods of political, economical, and operational alteration of existing library services in order to provide service to those Montanans currently without public library service

#### 3. Services to the Disadvantaged

This includes, but is not restricted to, projects such as:

- public library programs designed to incorporate Native American cultural themes in public library activities
- public library programs aimed at creating awareness of and preserving Native American oral histories, artifacts, and traditions
- regional and/or model projects that provide specialized library services to the elderly living at or below the poverty level

### 13. Handicapped

This includes, but is not restricted to, projects such as:

- statewide, regional, and/or demonstration models of how the installation of specialized equipment such as TTY or TDD can increase the information access capabilities of library patrons with disabilities
- statewide, regional, and/or model development of a mental health resource materials collection and the provision of workshops to train mentally handicapped citizens, and the people who care for them, in its use
- statewide, regional, and/or handicapped awareness training for staff emphasizing methods and attitudes of service provision that encourage use of the library by mentally-retarded, hearing-impaired, speech-impaired, seriously emotionally disturbed, or otherwise health-impaired individuals.

### INELIGIBLE PROJECTS

Projects should be innovative and should supplement local funding. Projects are not eligible which:

- 1) would replace local spending (the basic operation of the library is a local responsibility)
- 2) have no replication potential beyond the initial project
- 3) involve retrospective conversion in one library  
(The Montana State Library Commission does not intend to fund retrospective conversion (RECON) projects that relate to one library's collection unless titles are generally unavailable in the statewide database, and/or represent unique holdings. The end product of any LSCA-funded RECON project must be in MARC format. Ideas for projects that involve RECON elements should be discussed with the State Librarian prior to beginning work on the application.)

Applications for these projects will be considered ineligible and returned to the applicant. Contact the LSCA Coordinator at the Montana State Library if you have any questions regarding the eligibility of your project.

## FY '95 LSCA TITLE I & III GRANT APPLICATION SCHEDULE

March 18, 1994	FY '95 LSCA Titles I & III Grant Application Materials available for distribution
August 12, 1994	Deadline for applicants to submit a Collection Management Policy for Montana State Library approval in this FY '95 grant cycle
September 9, 1994	Deadline to have a Collection Management Policy <b>APPROVED</b> by local board or governing body AND by the Montana State Library on file at the Montana State Library for FY '95 LSCA Titles I & III Grant Applications (* See Eligible Applicants p. T1-2)
September 16, 1994	Submission deadline for Title I & III applications to be at the Montana State Library
September 19-23, 1994	Eligibility Review completed by Montana State Library staff; Letter of Eligibility Status mailed to all applicants.
September 23, 1994	Grant applications forwarded to members of the Library Services Advisory Council's Titles I & III Committee for review
October 28, 1994	Titles I & III Committee will meet to discuss recommendations to the Library Services Advisory Council (public welcome to attend)
November 2, 1994	Titles I & III Committee recommendations and copies of the Project Application Summary pages will be sent to Library Services Advisory Council
November 1994	Advisory Council determines funding recommendations to be forwarded to the Montana State Library Commission (public welcome to attend)
December 1994	Montana State Library Commission determines FY '95 LSCA Titles I & III grant award recipients and amounts (public welcome to attend)
December 1994	Notice mailed to all applicants of the final status of their grant requests
January 1995	Grant Agreements mailed to award recipients for signatures. When a properly signed agreement is on file at the Montana State Library, the project funds will be available as specified in the project Grant Agreement.
August 11, 1995	Deadline for applicants to submit a Collection Management Policy for Montana State Library approval in the FY '96 grant cycle
September 8, 1995	Deadline to have a Collection Management Policy <b>APPROVED</b> by local board or governing body AND by the Montana State Library on file at the Montana State Library for FY '96 LSCA Titles I & III Grant Applications (* See Eligible Applicants p. T1-2)

## INSTRUCTIONS

### A. APPLICATION

#### 1. GENERAL

Complete and mail ten (10) copies (an original and nine (9) copies) of the Grant Application Materials, which consist of (1) LSCA Project Application Summary, page T1-9; (2) Proposed Budget, pages T1-13/T1-16; (3) Project Narrative (Optional), and (4) Letters of Support (in that order only) to the LSCA Coordinator, Montana State Library, 1515 East 6th Avenue, Box No. 201800, Helena, Montana 59620-1800. **TELEFACSIMILE SUBMISSIONS ARE NOT ACCEPTABLE.**

**The application must be received at the Montana State Library by September 16, 1994. Applications received after the deadline will not be considered for funding.**

Information provided in the Application is understood to be binding on the applicant. Any changes in a project from its description in the Application would require prior written permission from the Montana State Library.

All FY 1995 Montana LSCA applications will first be reviewed by the Montana State Library for determination of eligibility. (See page T1-2.)

Eligible applications will be reviewed by the Titles I & III Committee of the Library Services Advisory Council, according to the schedule on page T1-4. The Committee will have full copies of eligible applications and will score them using the evaluation form on page T1-18.

The Library Services Advisory Council Titles I & III Committee will report scores and make recommendations to the Library Services Advisory Council. Titles I & III Committee ranked mean scores and copies of the Project Application Summary page of the applications (page T1-9) will be reviewed by the Library Services Advisory Council according to the schedule on page T1-4. **It is important that you completely, but concisely, describe your project in the space provided as this is the only information on the project that is provided to the Library Services Advisory Council for review.** The Advisory Council will then determine funding recommendations to be forwarded to the Montana State Library Commission, which makes the final grant award decisions according to the schedule on page T1-4.

For all applications, be sure to give careful attention to the Summary page. The Project Application Summary provides a brief specific overview of your project.

#### 2. PROJECT APPLICATION SUMMARY

**Project Title:** use a unique name of 25 characters or fewer that readily identifies your project.

**Project Administrator:** the person who will be responsible for administering the LSCA Title I funds and will receive all correspondence from the Montana State Library.

**Project Administrator's Address:** the project administrator's address will be the one where all project correspondence from the Montana State Library will be sent.



**Telephone of Project Administrator:** the number at which the project administrator may be contacted during normal working hours.

**Title I LSCA Federal Purposes --** Check the ONE Title I Federal LSCA Purpose that best describes your project: All LSCA funding available through the Montana State Library Commission must be directly linked to one of 18 Title I purposes, 2 Title II purposes, or 5 Title III purposes as detailed in "LSCA Titles and Purpose" (pages A-2 through A-6 of this manual). Please review these purposes and check the one purpose on the application that best describes your project. Please be aware that the score sheet (page T1-8) the reviewers use to score your application has a point distribution based on the LSCA purpose your project serves.

**Category A. Title I Purposes Emphasized by the Montana State Library Commission:** The Montana State Library Commission has chosen to give primary emphasis for FY 1995 funding to applications submitted under one of these LSCA purposes. Projects primarily designed to address these emphasized purposes will receive preference in the application scoring process. **Applications in this category are encouraged to demonstrate local financial support as part of their proposed project and the level of support will be considered in the Grant Application Evaluation (see T1-19, #5).**

**Category B. Other Title I Purposes Targeted in Montana's Long Range Program:** Although not emphasized by the Library Commission this year, these LSCA purposes are covered by Montana's Long Range Program (Addendum -- Purple Section). Projects primarily designed to address these targeted purposes will receive secondary preference in the application scoring process. **Applications in this category are encouraged to demonstrate local financial support as part of their proposed project and the level of support will be considered in the Grant Application Evaluation (see T1-19, #5).**

The U.S. Department of Education requires that Title I Purposes 4 and 5 retain an established level of state and/or federal support based on previous years' expenditures. This "Maintenance of Effort" provision does not preclude competitive grants being awarded under these Purposes, but it does mean applicants should be aware of the special nature of funding required. Applicants considering submitting an application addressing either of these Purposes are strongly advised to consult with the State Librarian prior to beginning work on the application. Applicants should be aware that such proposals will be given very close scrutiny by the Montana State Library Commission and may not be funded because of direct funding the Commission has already allocated to address these Purposes.

**Category C. Other Title I Purposes Not Targeted in Montana's Long Range Program:** Although these LSCA purposes have not been emphasized by the Library Commission, nor targeted in Montana's Long Range Program, projects which address them are still eligible to be considered for funding. However, applicants should be aware that no scoring preference is reserved for these purposes. **Applications in this category are encouraged to demonstrate local financial support as part of their proposed project and the level of support will be considered in the Grant Application Evaluation (see T1-19, #5).**

**Amount Requested for Total Project:** indicate the Total Project Cost, and the amounts of LSCA funds and local funds/in-kind services that comprise this total cost.

Local funds/in-kind services: refers to cash and the fair market value of services, materials, real estate donations, etc. that are provided at the local level and are an integral part of the project. **Local Financial Support is encouraged for the LSCA Titles I & III Purposes.**

Examples: (1) A lawyer makes a written offer to provide free legal work on contract development for a proposed library literacy project seeking LSCA Title I funding. If the lawyer normally charges \$50 an hour for similar duties, then his or her local in-kind service could be valued at that same rate of \$50.00/hour. (2) A library supporter, learning of a proposed LSCA-funded summer reading program, donates \$1,000.00 of materials for the story-telling portion of the project. The entire \$1,000 could be claimed as in-kind funds.

**Summary of Project:** in the space provided, briefly summarize the following:

**Needs Statement:** Describe and document the problem which you wish to address through this project, in terms of library user needs, identifying the number and characteristics of the populations to be served by the project. A review of your library's Collection Management Policy (CMP) may help you identify the ties of your mission and/or library role to the needs your library is unable at this time to achieve. In addition to the review of your policy, please attach the following sections from your current approved CMP to the Project Summary Application -- (1) A.1. Mission Statement; (2) A.3. Community and User Groups Defined; (3) A.4. Patron Needs and Services/Programs Defined; and (4) Any other information contained in your CMP that is pertinent to this project proposal. Please cite page numbers from your CMP for cross-reference.

**Project Goals and Objectives:** Describe the goal(s) of your project by stating in general terms what you want to accomplish. State the objective(s) of your project in action statements that establish a timeline for each activity and the method by which you will determine to what extent the objective has been accomplished.

**Methodology:** Describe the methods, resources, timelines, and personnel that will be used in the solution of the problem you have described. Indicate how the project will continue after LSCA funds are expended.

**Evaluation:** Describe how you propose to evaluate the results of your project. Provide descriptions of criteria to be examined, qualitative and quantitative measurements you intend to use (before and after analyses may be helpful), timelines, and survey instruments. Additionally, describe how your evaluation results will be compiled, reported, and disseminated.

**It is important that you completely but concisely describe your project in the space provided so that the Montana State Library can evaluate eligibility of the project.**

**Overall Proposed Budget:** these figures are also requested on page T1-12 of the Grant Application.

**Signature:** should be signed by the proper authority.

### **3. PROJECT NARRATIVE (Optional)**

This section provides an opportunity for you to describe your project in more detail than allowed for on the Project Application Summary page. Compose your Project Narrative with the following section headings in this order: (1) Needs Statement; (2) Project Goals and Objectives; (3) Methodology; and (4) Evaluation.



#### **4. PROPOSED BUDGET**

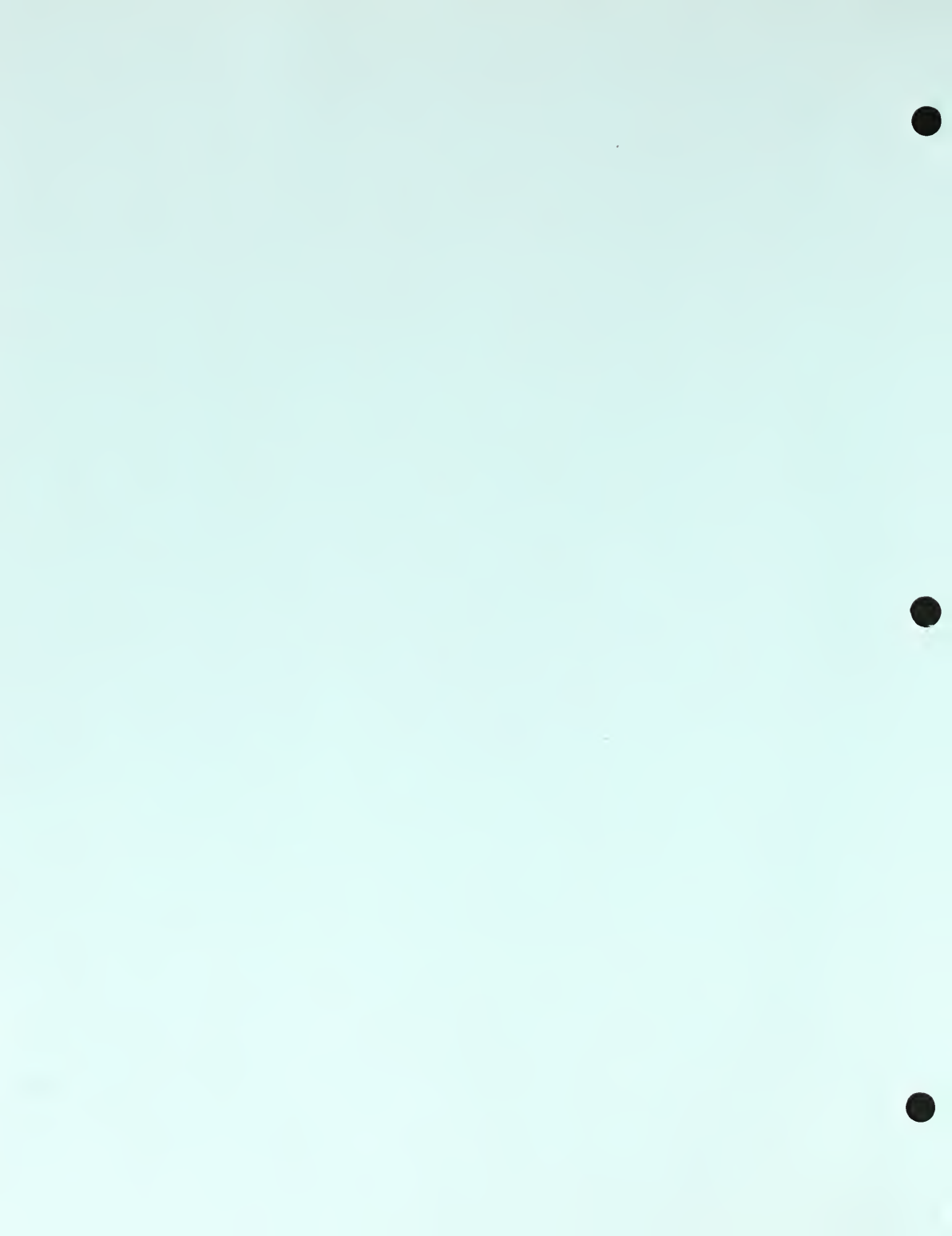
Complete the Proposed Budget tables as indicated on the forms (pages T1-13 through T1-16).

#### **5. LETTERS OF SUPPORT**

Letters of support may be helpful in establishing the credibility of the project. Include current letters from those individuals, organizations, and/or governmental entities which will be impacted by and/or assist in the project. Letters of support may be considered an indicator of local support for the project.

#### **B. GRANT AGREEMENT**

PLEASE BE AWARE THAT AFTER THE MONTANA STATE LIBRARY COMMISSION (MSLC) AWARDS A GRANT AND BEFORE A PROJECT IS AUTHORIZED TO COMMENCE, THE AWARD RECIPIENT(S) MUST SIGN A GRANT AGREEMENT WITH THE MONTANA STATE LIBRARY. THIS AGREEMENT INSURES THAT THE APPROVED LSCA PROJECT WILL ADHERE TO SPECIFIC ASSURANCES AND PROVISIONS REQUIRED BY FEDERAL AND STATE REGULATIONS AND MSLC POLICIES. SOME OF THE REQUIRED ASSURANCES INVOLVE FISCAL PROCEDURES, CONFLICT OF INTEREST, EXAMINATION OF RECORDS, DEFAULT, COPYRIGHT AND PUBLICATION, LABOR REQUIREMENTS, HANDICAPPED ACCESS, ETC. SOME OF THE ADDITIONAL FORMS THAT MUST BE SIGNED INCLUDE "ASSURANCES-NON-CONSTRUCTION PROGRAMS," "CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS," "CERTIFICATION REGARDING DEBARMENT." (SEE APPENDICES FOR COPIES OF THESE.)



**MONTANA STATE LIBRARY, LIBRARY DEVELOPMENT PROGRAM  
LSCA PROJECT APPLICATION SUMMARY, FY 1995 TITLE I**

Application must be received at the Montana State Library by  
September 16, 1994.

OFFICE USE ONLY

APPLICATION NUMBER

Project Title: \_\_\_\_\_  
(25 Characters or fewer)

Project Administrator: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Administrator's Mailing Address: \_\_\_\_\_  
Address

\_\_\_\_\_ City State Zip

Title I LSCA Federal Purposes -- Check the ONE Title I Federal LSCA Purpose that best describes  
your project (see instructions page T1-6):

Category A. Title I Purposes Emphasized by the Montana State Library Commission:

\_\_\_\_\_ 1. \_\_\_\_\_ 3. \_\_\_\_\_ 13.

< < OR > >

Category B. Other Title I Purposes Targeted in Montana's Long Range Program:

\_\_\_\_\_ 2. \_\_\_\_\_ 4.\* \_\_\_\_\_ 5.\* \_\_\_\_\_ 18.

< < OR > >

Category C. Other Title I Purposes Not Targeted in Montana's Long Range Program:

\_\_\_\_\_ 6. \_\_\_\_\_ 7.\*\* \_\_\_\_\_ 8. \_\_\_\_\_ 9.  
\_\_\_\_\_ 10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_ 14.  
\_\_\_\_\_ 15. \_\_\_\_\_ 16. \_\_\_\_\_ 17.

\* See page T1-6, Category B instructions before selecting these Purposes

\*\* Not Available to Montana

Amount Requested for Total Project: LSCA Funds: \$ \_\_\_\_\_

Local Funds/In-Kind Services: \$ \_\_\_\_\_  
(recommended for Purposes in Category A)  
(required for Purposes in Category B or C)

Total Cost of Project: \$ \_\_\_\_\_

**Summary of Project**

**Needs Statement:**

**Project Goals and Objectives:**

**Methodology:**

**Evaluation:**

**PROPOSED BUDGET**

CATEGORY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
SALARIES & WAGES			
CONTRACTED SERVICES			
SUPPLIES & MATERIALS			
TRAVEL			
TRAINING			
EQUIPMENT			
OTHER EXPENDITURES			
TOTAL BUDGET			

The signature(s) below will be understood to signify the project administrator's intent to conduct the project described herein and the additional signatures will represent all participants in a cooperative project. Attach an additional sheet of signatures if needed.

\_\_\_\_\_  
Signature - Project Administrator

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

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Signature

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Signature

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Print or Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Title

## PROPOSED BUDGET

Describe how you intend to spend the funds for the project, including both LSCA funds and those from other sources. Provide sufficient detail so that a reviewer can understand how various items were computed, e.g., use total hours, unit costs, and quantities. Budget items should be reflected in the methodology section of the narrative.

### SALARIES AND WAGES

List the positions connected with the project and indicate the following for each: total project hours required, percentage of federal and local funds paid for benefits, federal funding, local funding, and total for each position.

POSITION	TOTAL HOURS	% OF BENEFITS	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
<b>COLUMN TOTALS</b>					

### CONTRACTED SERVICES

List all contracted services, including personal services and others connected with the project and indicate type of service, federal funding, local funding and total funding.

TYPE OF SERVICE	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
<b>COLUMN TOTALS</b>			

## SUPPLIES AND MATERIALS

SUPPLIES AND MATERIALS	CATEGORY	QUANTITY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
PRINT MATERIALS: List by category, such as periodicals, pamphlets, books.					
AUDIO VISUAL SOFTWARE: List by category, such as films, filmstrips, etc.					
COMPUTER SOFTWARE: Specify titles.					
OTHER: Consumable supplies.					
<b>COLUMN TOTALS</b>					

## TRAVEL

List each position that will travel during this project and the purpose of the travel. Travel reimbursement will be in accordance with Section 2.4.101 of the Administrative Rules of Montana.

POSITION	PURPOSE OF TRAVEL	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
<b>COLUMN TOTALS</b>				



## TRAINING

List each position that will use the training funds for this project and indicate the type of training.

POSITION	TYPE OF TRAINING	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
<b>COLUMN TOTALS</b>				

## EQUIPMENT

EQUIPMENT	DESCRIPTION	QTY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
<b>AV HARDWARE:</b> Indicate each piece of equipment and cost, whether rental, lease or purchase.					
<b>COMPUTER HARDWARE:</b> Specify make, model, and memory capacity of each item.					
<b>OTHER:</b> Specify					
<b>COLUMN TOTALS</b>					

**OTHER EXPENDITURES**

EXPENDITURES	DESCRIPTION (if applicable)	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
INSURANCE				
RENT				
TELEPHONE				
POSTAGE				
PHOTOCOPYING				
PRINTING: Indicate publication, quantity and estimated cost.				
OTHER				
COLUMN TOTALS				

**OVERALL PROPOSED BUDGET \***

CATEGORY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
SALARIES & WAGES			
CONTRACTED SERVICES			
SUPPLIES & MATERIALS			
TRAVEL			
TRAINING			
EQUIPMENT			
OTHER EXPENDITURES			
TOTAL BUDGET			

\* NOTE: This information is also requested on the LSCA Project Application Summary, page T1-12

## LSCA TITLE I GRANT APPLICATION CHECKLIST

This checklist is provided to assist you in preparing your grant application. **DO NOT** send it to the Montana State Library with your application.

- \_\_\_\_\_ 1. Eligible applicant. See p. T1-2
- \_\_\_\_\_ 2. Eligible/Ineligible project. See pp. T1-2/T1-3.
- \_\_\_\_\_ 3. Submission of a Collection Management Policy for Montana State Library approval by August 12, 1994. See p. CMP-2.
- \_\_\_\_\_ 4. Collection Management Policy approved by local governing body and the Montana State Library and on file at the Montana State Library by September 9, 1994. See p. CMP-2.
- \_\_\_\_\_ 5. Project Application Summary completed. See pp. T1-9/T1-12.
  - a. 'Summary of Project' section completely and concisely describes project. See pp. T1-10/T1-12.
  - b. 'Summary of Project' section completed in space provided and not continued on other pages. See pp. T1-10/T1-12.
  - c. Collection Management Policy sections are attached to application. See p. T1-7.
- \_\_\_\_\_ 6. Project Narrative completed in correct format. (Optional)  
See pp. T1-7/T1-8.
- \_\_\_\_\_ 7. Proposed Budget completed. See pp. T1-13/T1-16.
- \_\_\_\_\_ 8. Letters of Support included. See p. T1-8.
- \_\_\_\_\_ 9. Application complete and assembled in correct order. See p. T1-5.
- \_\_\_\_\_ 10. The ten (10) copies (the original and nine (9) copies--in proper order) will be received at the Montana State Library by September 16, 1994. See p. T1-5.

REVIEWER # \_\_\_\_\_

APPLICATION #: \_\_\_\_\_

Project Title: \_\_\_\_\_

Total Score: \_\_\_\_\_

**LIBRARY SERVICES AND CONSTRUCTION ACT -- TITLE I  
Montana Library Services Advisory Council Titles I & III Committee  
Grant Application Evaluation Form**

1. Does the application address a need under the LSCA Title I federal purposes? Maximum 15 Points \_\_\_\_\_

- 0 pts - Need addressed does not fit under any LSCA Title I federal purpose
- 5 pts - Need addresses one of the LSCA Title I purposes(Category C, T1-6)
- 10 pts - Need addresses one of the LSCA Title I federal purposes that is targeted in Montana's Long Range Program(Category B, T1-6)
- 15 pts - Need addresses one of the LSCA Title I federal purposes that the Montana State Library Commission has listed as a priority(Category A, T1-6)

Comments: \_\_\_\_\_  
\_\_\_\_\_

2. Does the application explain the intensity of need and further explain the relationship of this need to needs identified in other local library documentation, such as the library's Long Range Plan, Collection Management Policy, etc? 10 \_\_\_\_\_

- 0 pts - Application does not establish that need is significant
- ▲  
|  
▼
- 10 pts - Application demonstrates that need is intensive and that it is congruent with other statements of the need as documented in the local library's Long Range Plan, Collection Management Policy, etc.

Comments: \_\_\_\_\_  
\_\_\_\_\_

3. What sources (statistics, documents, studies, resource persons, etc.) has applicant cited in order to verify that this need is a bona fide Montana library services need? 15 \_\_\_\_\_

- 0 pts - No citations
- ▲  
|  
▼
- 15 pts - Application cites at least three sources examples such as:  
*Montana's Long Range program; Report of the Blue Ribbon Panel on Libraries at Risk to the Montana State Library Commission; Montana Federations' 1984; Matthew's Report; Montana Public Library Annual Report of Statistics; 1991 Montana Governor's Conference on Library and Information Services; U.S. Census Bureau Data; and/Local, State and National Resource Persons.*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you think this project will make a good model project which other libraries in Montana or in other states will be able to learn from? 10 \_\_\_\_\_

0 pts - No indication that the project will be a model for others



10 pts - Project offers clear indication and cogent arguments, and planned for willingness to serve as a model for other libraries.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is there local financial support for the project? (ie. in-kind services & local funds, T1-7) 15 \_\_\_\_\_

- 0 pts - No evidence of local financial support
- 5 pts - Up to 25% of total project budget is local financial support
- 10 pts - Up to 50% of total project budget is local financial support
- 15 pts - Over 50% of total project budget is local financial support

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are the objectives obtainable and measurable? 5 \_\_\_\_\_

- 0 pts - No objectives proposed for the project
- ▲ Objectives proposed, but they are not realistic and not measurable
- | Objectives proposed are measurable but do not appear to be obtainable through
- ▼ this project
- 5 points - Objectives proposed are measurable and by all indications are obtainable through this project

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Is the methodology practical and workable, and does the application offer sufficient data on how the resources and personnel will be used to accomplish the project? 5 \_\_\_\_\_

- 0 pts - Proposal offers no discernable methodology and no description of how resources and personnel will be used  
▲  
|  
▼  
5 pts - Proposal presents well-thought-out methodology which incorporates in a logical fashion how the resources and personnel related to the project will be used

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Are there evaluation procedures that will measure the outcome of the project, the degree to which the objectives are met, and effectively communicate evaluation results to others? 15 \_\_\_\_\_

- 0 pts - No evidence of a plan for evaluating the project  
▲  
|  
▼  
15 pts - Evaluation plan presented that provides detailed description of criteria to be examined, qualitative and quantitative measurement tools, timelines, survey instruments, and a feasible and thorough strategy for compiling and disseminating evaluation results.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Does the potential impact of this project justify the requested LSCA funds (are we getting the bang for the buck)? 10 \_\_\_\_\_

- 0 pts - No bang  
▲  
|  
▼  
10 pts - Big bang -- Little bucks

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Possible Points 100

Total Score \_\_\_\_\_

# TITLE II

*Questions regarding the LSCA application process should be directed to:*

*LSCA Coordinator  
Montana State Library  
P.O. Box 201800  
Helena, MT 59620-1800  
406-444-5350*

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## ELIGIBILITY REQUIREMENTS & CRITERIA FOR LSCA TITLE II GRANTS

The Montana State Library Commission maintains the following policies on eligibility for LSCA Title II Public Library Construction Grants:

1. Each project must be funded with at least 50 percent non-federal funds.
2. Libraries must be accessible to the disabled or be submitting grants to provide increased access for the disabled. This is a major part of any project. Architects need to understand the Federal handicapped access requirements. Problems often arise because of the required construction or remodeling of restrooms which can add considerable expense to a project. Items such as ramps, doors, and aisles can increase necessary space requirements.
3. Projects must be designed to allow for future technological developments. This includes, but is not limited to, installing cables in walls to facilitate computer networking (even if the library currently lacks the computer equipment such a system would require), installing additional telephone wiring for future modem connections, additional electrical outlets, and using larger capacity outside junction boxes and special underground wiring for eventual linkage with fiber optic data transmission cables. The Commission realizes that this policy will require vision on the part of the applicants. However, the Commission feels that it is more prudent to prepare for future technology during construction than to bear the costs of adapting a completed facility for technology at a later date.

The following criteria were adopted by the Montana State Library Commission on recommendation from the Montana Library Services Advisory Council. The criteria are divided into two groups:

- I. **Projects which reach new users or the underserved. (This group has been given first priority. Such projects must specify activities for the new users or underserved.):**
  1. Acquiring or constructing facilities so new or increased services can be provided.
  2. Remodeling or renovating facilities to reach new users or the underserved.

## II. Projects which improve existing buildings:

1. Remodeling which is designed to conserve energy in the operation of public libraries.
2. Construction that is functional, economical and not elaborate in design or extravagant in the use of materials compared with facilities of a similar type constructed in the state or other applicable geographic area.
3. Projects which deal with general inadequacy of facilities.

The following criteria, approved by the Montana State Library Commission, which are not in priority order, will also be used in evaluating and administering Title II projects:

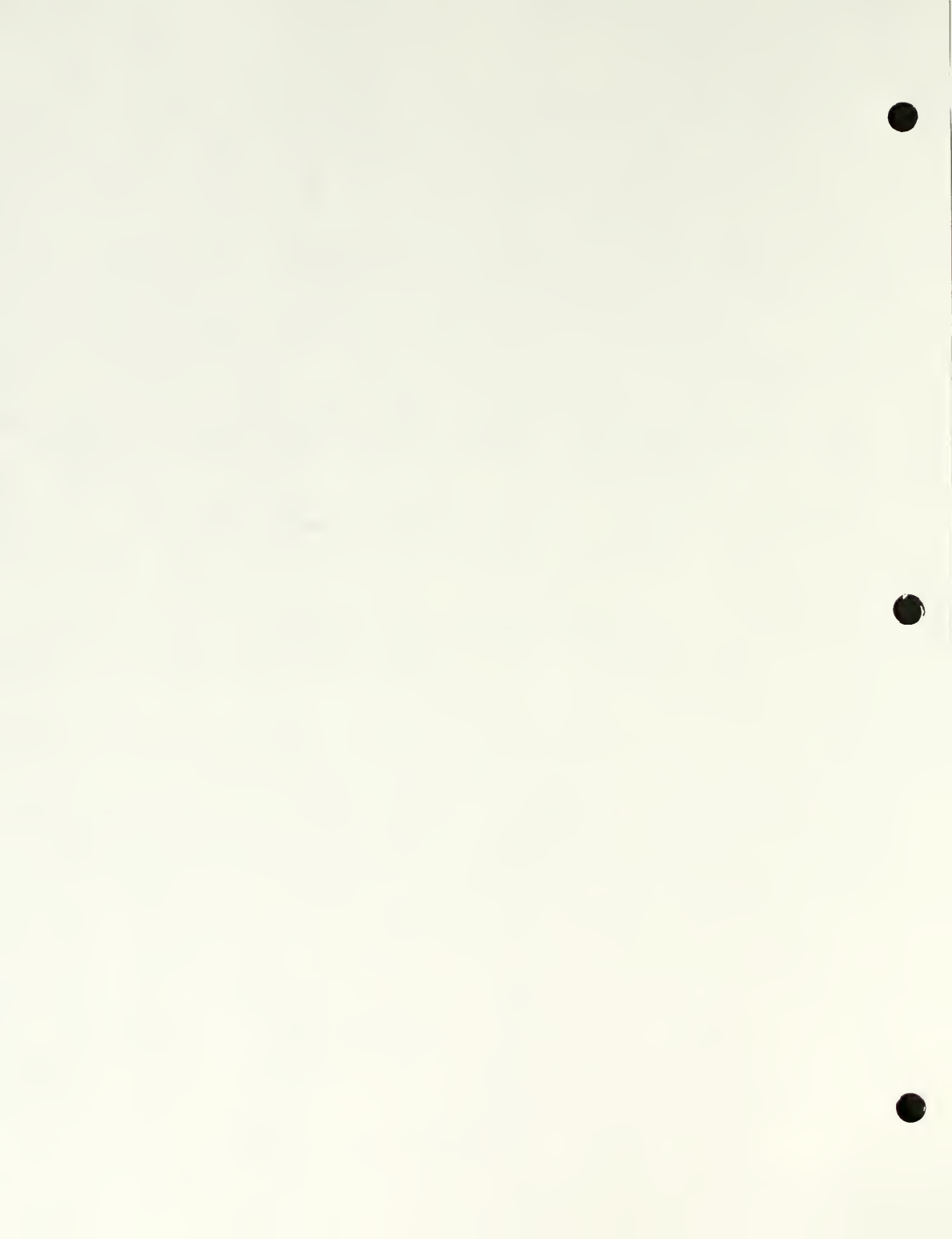
### A. Evaluative Criteria

1. A project designed to reach new users or the underserved must specify increased services or activities for the new users or underserved.
2. Project designs must emphasize energy conservation and utilize construction that is economical, functional and not elaborate in design or extravagant in the use of materials. Is the cost per function reasonable? (Itemize by cost per square foot per functional unit. i.e., How much per square foot for renovation? How much per square foot for remodeling?)
3. Applications must show advanced stages of planning (i.e., preliminary architectural plans prepared, majority of matching funds pledged or available, clear title to land for construction, etc.). All copies of the application should include preliminary drawings for review.
4. The applicant must include a realistic and effective plan to evaluate the project.
5. Letters of support from the new users or target groups are required for a project designed to reach new users or the underserved.

**NOTE:** THE FINAL DECISION WILL BE CONSISTENT WITH MONTANA'S LSCA LONG RANGE PROGRAM. (See Purple Section)

**B. Administrative Criteria**

1. Applicants are reminded that a letter of intent to apply (page T2-7) and a copy of the Collection Management Policy (Green Section), approved by the library's governing board and the Montana State Library, are part of the application process.
2. Determination of applicable wage rates for the project:
  - a. For projects with a total cost under \$2,000:  
Davis-Bacon Act or Montana Prevailing Wage rates do not apply.
  - b. For projects with a total cost ranging from \$2,000 to \$25,000:  
Davis-Bacon Act wage rates are required.
  - c. For projects with a total cost above \$25,000:  
The higher of either the Davis-Bacon Act or the Montana Prevailing Wage rates applies.
3. The applicant must submit a complete application, including: (1) letter of intent to apply; (2) summary; (3) narrative with evaluative methods; (4) application form with building program; (5) supporting documentation; (6) assurances; and (7) collection management policy.
4. Within six months of notification of the grant award, the successful applicant must have its share of the financial commitment, including firm pledges, to complete the project.
5. Applicants are required to obtain the services of a Montana licensed architect, (18-8-204 MCA). **FINAL DRAWINGS ARE TO BE SUBMITTED FOR APPROVAL AFTER THE COMMISSION AWARDS THE GRANTS AND BEFORE THE BID IS ADVERTISED AND FUNDS ARE RELEASED.**
6. Applicants are required to negotiate fixed amount contracts at the lowest of three letter bids where feasible, if they are not required to advertise for bids.
7. Within 15 months of the awarding of the grant by the Montana State Library Commission, the construction bid must be let. Failure to meet this time frame shall cause the award to be reverted to the Commission, unless approval for a continuance is granted by the Montana State Librarian.



# LIBRARY SERVICES & CONSTRUCTION ACT TITLE II

## FY 1995 APPLICATION TIMETABLE

March 18, 1994	FY 1995 LSCA Title II Grant Application materials available for distribution.
August 12, 1994	Letter of intent to apply for a Title II grant (use form on page T2-11) due at the office of the LSCA Coordinator, Montana State Library, Box No. 201800, Helena, MT 59620-1800.
August 12, 1994	Deadline for applicants to submit a Collection Management Policy for Montana State Library approval in this FY '95 grant cycle
September 9, 1994	Deadline to have a Collection Management Policy <i>APPROVED</i> by local board or governing body AND by the Montana State Library on file at the Montana State Library for FY '95 LSCA Titles II Grant Applications
November 18, 1994	Application due at the office of the LSCA Coordinator, Montana State Library, Box No. 201800, Helena, MT 59620-1800. Applications received after the deadline will not be given consideration. Applicants will be notified as soon as possible, but no later than November 30, in writing, if their application has technical deficiencies that must be corrected.
December 14, 1994	Deadline for receipt of additional application information as requested by the LSCA Coordinator of the Montana State Library.
December 16, 1994	All applications distributed to the Montana Library Services Advisory Council Title II Committee.
December 16, 1994 to January 9, 1995	Title II Committee will review applications.
January 9, 1995	Title II Committee will meet in person and prepare its recommendations for the Montana Library Services Advisory Council meeting. (public welcome to attend)
January 27, 1995 Council Meeting	Montana Library Services Advisory Council meeting. Recommendations from the Title II Committee will be considered <u>and</u> Council recommendations prepared for the Montana State Library Commission. (public welcome to attend)

(continued on next page)

**LIBRARY SERVICES & CONSTRUCTION ACT TITLE II  
FY 1995 APPLICATION TIMETABLE (continued)**

**February 22, 1995  
Commission Meeting**

Montana State Library Commission meeting. Recommendations from the Montana Library Services Advisory Council will be presented. The Commission will determine grant award recipients and the amount of the award. (public welcome to attend)

**Within 2 Weeks After  
February 22, 1995  
Commission Meeting**

The LSCA Coordinator will notify all applicants of the Title II grant awards based on the Commission's action. Any person or group submitting a proposal for grant funds to the Montana State Library Commission shall have the right to appeal if the proposal is not funded. For additional information on the appeals process, refer to the General Information - Orange Section.

**Libraries approved by the Commission to receive a grant shall not proceed with the project until (1) all elements of the appeals process (if there are any appeals) are complete; (2) a memorandum of agreement specifying requirements is signed and on file at the Montana State Library. (See Appendices-Yellow Section for a sample memorandum of agreement.)**

## TITLE II – INSTRUCTIONS

### A. LETTER OF INTENT TO APPLY

Complete and mail one (1) copy of the Letter of Intent to Apply, page T2-11 to the LSCA Coordinator, Montana State Library, Box No. 201800, Helena, Montana 59620-1800 by August 12, 1994. **TELEFACSIMILE SUBMISSIONS ARE ACCEPTABLE.**

Submittal of the letter of intent to apply does not obligate the library to complete the Title II application process.

Remember, the requested amount of LSCA Funds must be matched on a dollar for dollar basis with local funds and in-kind contributions. (See "Local funds/In-kind services" on page T2-9.)

Provide a very brief description of your proposed project in the space provided.

Signature and Title of Library Representative: this should be the signature of the chair of the library board.

### B. SUMMARY OF PROJECT

Summary of Project, page T2-12: in the space provided, **briefly** summarize the need for your project, the project goal(s) and objective(s), the methodology you plan to use, and the method by which you will evaluate the success of the project. It is important that you completely but concisely describe your project in the space provided so that the Montana State Library can evaluate eligibility of the project. Include beginning and completion dates of project.

### C. APPLICATION

#### 1. General

Complete and mail eight (8) copies (an original and seven (7) copies) of the Grant Application Materials, which consist of (1) Summary of Project, page T2-12; (2) Project Application, pages T2-13/T2-18; (3) Project Narrative, and (4) Supporting Documentation (in that order only) to the LSCA Coordinator, Montana State Library, Box No. 201800, Helena, Montana 59620-1800.

Complete and mail three (3) copies, all with original signatures, of the following: Assurances of Compliance with the Department of Health and Human Services regulation under Title VI of the Civil Rights Act of 1964 and Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion / Lower Tier Covered Transactions (see Appendices for these).

Complete and mail one (1) copy of each of the following: Assurances of Compliance, LSCA Title II and Certification Regarding Lobbying for Grants and Cooperative Agreements (see appendices for these).

**TELEFACSIMILE SUBMISSIONS ARE NOT ACCEPTABLE.**



The application must be received at the Montana State Library by November 18, 1994. Applications received after the deadline will not be considered for funding.

Information provided in the Application is understood to be binding on the applicant. Any change in a project from its description in the Application would require prior written permission from the Montana State Library.

Title II applications will be reviewed by the Title II Committee of the Library Services Advisory Council, according to the schedule on page T2-5. The Committee will have full copies of eligible applications and will score them using the evaluation form on page T2-20.

The Library Services Advisory Council Title II Committee will report scores and make recommendations to the Library Services Advisory Council. The Advisory Council will then determine funding recommendations to be forwarded to the Montana State Library Commission, which makes the final grant award decisions according to the schedule on page T2-5.

a) **GENERAL INFORMATION:** Provide all general information specified in the application.

**Project Director:** the person responsible for administering the LSCA Title II funds and receiving all correspondence from the Montana State Library.

**Project Director's Address:** the project director's address where all project correspondence from the Montana State Library will be sent.

**Telephone of Project Director:** the number at which the project director may be contacted during normal working hours.

b) **PROPOSED PROJECT:** fill in spaces that are appropriate for your Title II project, if not applicable, place a N/A in that space.

c) **FINANCES AND PROJECT COST:** ( Remember to round to the nearest dollar.)

"Local funds/In-kind services" refers to cash and the fair market value of services, materials, real estate donations, etc. that are provided at the local level and are an integral part of the project. ATTACH source and amount lists to application.

Examples: (1) An architect makes a written offer to provide free architectural services for a proposed library project. If the architect would normally charge \$5,000 for such work, then his or her local in-kind service could be valued at \$5,000. (2) The local lumber yard agrees in writing to supply the lumber for a proposed library project at cost. The in-kind donation amount that can be claimed by the library is the difference between the price that the lumber would normally sell for in that locale and the discounted price charged the library.



- d) **PROJECT DETAILS:** a schematic drawing or floor plan and a written description of the program is to be submitted with the application. IF THE APPLICATION IS APPROVED, A COMPLETE SET OF CONSTRUCTION DOCUMENTS (INCLUDING A FINAL SET OF DRAWINGS BY A MONTANA LICENSED ARCHITECT) IS TO BE SUBMITTED FOR APPROVAL AFTER THE COMMISSION AWARDS THE GRANTS AND BEFORE THE BID IS ADVERTISED AND FUNDS ARE RELEASED.

**Signature:** should be signed by the proper authority.

#### D. PROJECT NARRATIVE

This section provides an opportunity for you to describe your project in more detail than allowed for on the Summary of Project page.

**Statement of Need:** Because the Library Services Advisory Council will give first preference to projects which: (1) reach new users; (2) reach the underserved, and; (3) provide new or increased services, describe your project in terms of impact to these groups giving specific descriptions of these groups, who they are, where they are, estimated size of group, and how much increased service you will be able to offer them.

A review of your library's Collection Management Policy (CMP) may help you identify the ties of your mission and/or library role to the needs your library is unable at this time to achieve. In addition to the review of your policy, please attach the following sections from your current approved CMP to the Project Narrative -- (1) A.1. Mission Statement; (2) A.3. Community and User Groups Defined; (3) A.4. Patron Needs and Services/Programs Defined; and (4) Any other information contained in your CMP that is pertinent to this project proposal. Please cite page numbers from your CMP for cross-reference.

If your project relates to only the second part (improving existing buildings) of the criteria listed on Page T2-2 (Eligibility Requirements & Criteria for LSCA Title II Grants), describe the impact on your community.

**Evaluation:** Describe how you propose to evaluate the results of your project. Provide descriptions of criteria to be examined, qualitative and quantitative measurements you intend to use, timelines, and survey instruments (before and after analyses may be helpful). The evaluation should address whether the project met its objectives: (1) reached new users? (2) reached the underserved? (3) provided new or increased services? Additionally, describe how your evaluation results will be compiled, reported, and disseminated.

There will be a final report due within 6 months of completion of the project. Interim reports may also be required at the direction of the Montana State Library.

## **E. SUPPORTING DOCUMENTATION**

Supporting documentation may be helpful in establishing the credibility of the project. Include current letters from those individuals, organizations, and/or governmental entities which will be impacted by and/or assist in the project. Letters of support may be considered an indicator of local support for the project. Pictures demonstrating the need for the proposed project and other appropriate documentation may also be included.

## **F. GRANT AGREEMENT**

PLEASE BE AWARE THAT AFTER THE MONTANA STATE LIBRARY COMMISSION (MSLC) AWARDS A GRANT AND BEFORE A PROJECT IS AUTHORIZED TO COMMENCE, THE AWARD RECIPIENT(S) MUST SIGN A GRANT AGREEMENT WITH THE MONTANA STATE LIBRARY. THIS AGREEMENT INSURES THAT THE APPROVED LSCA PROJECT WILL ADHERE TO SPECIFIC ASSURANCES AND PROVISIONS REQUIRED BY FEDERAL AND STATE REGULATIONS AND MSLC POLICIES. SOME OF THE REQUIRED ASSURANCES INVOLVE FISCAL PROCEDURES, CONFLICT OF INTEREST, EXAMINATION OF RECORDS, DEFAULT, COPYRIGHT AND PUBLICATION, LABOR REQUIREMENTS, HANDICAPPED ACCESS, ETC. SOME OF THE ADDITIONAL FORMS THAT MUST BE SIGNED INCLUDE "ASSURANCES-NON-CONSTRUCTION PROGRAMS," "CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS," "CERTIFICATION REGARDING DEBARMENT." (SEE APPENDICES FOR COPIES OF THESE.)

**LETTER OF INTENT TO APPLY  
FOR A FY 1995 LSCA TITLE II CONSTRUCTION GRANT**

*(NOTE: Submittal of this form does not obligate the library to complete the Title II application process)*

It is the intention of the \_\_\_\_\_ Library to make application to the Montana State Library Commission through the Montana State Library for \$ \_\_\_\_\_ of LSCA FY 1995 funds. The requested amount of LSCA funds must be matched on a dollar for dollar basis with locally obtained funds which can include in-kind contributions.

The total estimated project cost is \$ \_\_\_\_\_.

Please check all of the following which apply to your proposed project:

- New Construction       Purchase Existing Structure       Increase Handicapped Access  
 Remodel/Renovation       Improve Energy Conservation       Other

Please provide a very brief description of your proposed project:

\_\_\_\_\_  
(Print Name and Title of Library Representative)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Signature of Library Representative)

\_\_\_\_\_  
(Date)



**LIBRARY SERVICES & CONSTRUCTION ACT TITLE II  
SUMMARY OF PROJECT**

**OFFICE USE ONLY**

**APPLICATION NUMBER**

Library Name/City: \_\_\_\_\_

Total Cost of Project \$ \_\_\_\_\_ Amount requested from LSCA: \$ \_\_\_\_\_

Description of Project:



**LIBRARY SERVICES AND CONSTRUCTION ACT  
TITLE II CONSTRUCTION FUNDS PROGRAM**

**APPLICATION**

**I. GENERAL INFORMATION**

- A. Date: \_\_\_\_\_
- B. Legal name and location of applicant library: \_\_\_\_\_  
\_\_\_\_\_
- C. Mailing address: \_\_\_\_\_  
\_\_\_\_\_
- D. Name of Library Director: \_\_\_\_\_
- E. Name of Project Director (All communications will be sent to this person): \_\_\_\_\_  
\_\_\_\_\_
- F. Mailing address: \_\_\_\_\_  
\_\_\_\_\_
- G. Telephone: \_\_\_\_\_

**II. PROPOSED PROJECT**

A. Project size and capacity comparisons:

1. If you are constructing a new building:

	<u>Current Library</u>	<u>Proposed Library</u>
a. Square Footage	_____	_____
b. Materials Capacity (linear ft., shelf area)	_____	_____
c. Seating Capacity -- Public Reading Area	_____	_____
d. Seating Capacity -- Public Meeting Rooms	_____	_____

2. If you are remodeling, or making an addition, to an existing library building:

	<u>Current Library</u>	<u>Proposed Library</u>
a. Square Footage	_____	_____
b. Materials Capacity (linear ft., shelf area)	_____	_____
c. Seating Capacity -- Public Reading Area	_____	_____
d. Seating Capacity -- Public Meeting Rooms	_____	_____

3. If you are purchasing an existing building for conversion into a library:

	<u>Current Library</u>	<u>Proposed Library</u>
a. Square Footage	_____	_____
b. Materials Capacity (linear ft., shelf area)	_____	_____
c. Seating Capacity -- Public Reading Area	_____	_____
d. Seating Capacity -- Public Meeting Rooms	_____	_____
e. The existing building was previously used as _____, and will be _____/ has been _____ acquired.		

B. Name of architect/or other individual responsible for preliminary drawings:

\_\_\_\_\_

Business address and phone number of above (include firm name if applicable):

\_\_\_\_\_

\_\_\_\_\_



C. Area and population to be served:

1. Describe the area which the building will serve - name(s) of city, county or portions of:

\_\_\_\_\_

\_\_\_\_\_

2. 1990 U.S. Census population of the area described above:

\_\_\_\_\_

D. Does the facility comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped", and the requirements of the Americans with Disabilities Act?

Existing Building: \_\_\_\_\_ yes \_\_\_\_\_ no

Proposed Library Building: \_\_\_\_\_ yes \_\_\_\_\_ no

Verified by what source: \_\_\_\_\_

If no, describe how the grant will ensure accessibility: \_\_\_\_\_

\_\_\_\_\_

III. FINANCES AND PROJECT COSTS (round to the nearest dollar)

A. Past and present financial support of library:

	<u>FY 1992/93</u> <u>Expenditures</u>	<u>FY 1993/94</u> <u>Expenditures</u>	<u>FY 1994/95</u> <u>Budget</u>
Library materials			
books, audiovisuals,			
periodicals, documents	\$ _____	\$ _____	\$ _____
Salaries (and benefits)	_____	_____	_____
Operating Expenditures	_____	_____	_____
Other	_____	_____	_____
<b>TOTAL</b>	\$ _____	\$ _____	\$ _____

B. Estimated project costs: (round to nearest dollar). (Do not include books or other library materials.)

Estimate

- 1. Purchase of Existing Building \$ \_\_\_\_\_
  - 2. Site Acquisition \_\_\_\_\_
  - 3. Construction \_\_\_\_\_
  - 4. Expansion, Remodeling or Alteration \_\_\_\_\_
  - 5. Equipment \_\_\_\_\_
  - 6. Architect's Fees and Related Costs \_\_\_\_\_
  - 7. Legal Costs \_\_\_\_\_
  - 8. Administrative Costs \_\_\_\_\_
  - 9. Other (list on separate page) \_\_\_\_\_
- TOTAL ESTIMATED PROJECT COST** \$ \_\_\_\_\_

C. Local Funds/Value of In-Kind Services available now (Date of Application) or spent on project to date for preliminary, non-construction work.

- 1. Tax levy or general funds \$ \_\_\_\_\_
  - 2. Bond, amount authorized for this project only \_\_\_\_\_
  - 3. Accumulated capital construction/improvement fund \_\_\_\_\_
  - 4. Other, including in-kind contributions at fair market value for similar construction projects (e.g. labor, materials) (**ATTACH source and amount list**) \_\_\_\_\_
- TOTAL LOCAL FUNDS NOW AVAILABLE** \$ \_\_\_\_\_

D. Local Funds/Value of In-Kind Services anticipated to be collected and spent on project (do not repeat funds cited in "C" above).

- 1. Tax levy or general funds \$ \_\_\_\_\_
  - 2. Bond, amount authorized for this project only \_\_\_\_\_
  - 3. Capital construction/improvement fund \_\_\_\_\_
  - 4. Other pledges, including in-kind contributions at fair market value for similar projects (e.g. labor, materials) (**ATTACH source and amount list**) \_\_\_\_\_
- TOTAL LOCAL FUNDS ANTICIPATED** \$ \_\_\_\_\_

E. Summary of Project Funding:

- 1. Total Local Funds NOW AVAILABLE - from II.C. \$ \_\_\_\_\_
  - 2. Total Local Funds ANTICIPATED - from II.D. \$ \_\_\_\_\_
  - 3. Total Local Funds To Be Used For Project - 1. + 2. \$ \_\_\_\_\_
  - 4. Amount of LSCA Funds Requested: \$ \_\_\_\_\_
- (Remember that federal LSCA funds must be matched by local funds on at least a dollar for dollar basis. Round to the nearest dollar.)
- TOTAL ESTIMATED PROJECT COST** \$ \_\_\_\_\_

**IV. PROJECT DETAILS**

**A. Square Footage Costs:**

Square footage of (proposed building) or (area remodeled): \_\_\_\_\_  
(cross out inapplicable term)

Estimated cost for building or remodeling per square foot: \_\_\_\_\_  
(includes estimated costs of demolition, materials, labor and architectural fees)

**B. Estimated schedule of project (if application approved):**

1. A schematic drawing or floor plan and a written description of the program is to be submitted with the application. IF THE APPLICATION IS APPROVED, A COMPLETE SET OF CONSTRUCTION DOCUMENTS (INCLUDING A FINAL SET OF DRAWINGS BY A MONTANA LICENSED ARCHITECT) IS TO BE SUBMITTED FOR APPROVAL AFTER THE COMMISSION AWARDS THE GRANTS AND BEFORE THE BID IS ADVERTISED AND FUNDS ARE RELEASED.

2. Estimated beginning date of construction: \_\_\_\_\_

3. Estimated ending date of project: \_\_\_\_\_

4. Projects should be planned to be completed in a timely manner.

**C. Applicant agrees to comply with the Assurances of Compliance listed in Appendices Section.**

\_\_\_\_\_ yes \_\_\_\_\_ no

**D. Before responding to the following four questions, it is advised that appropriate legal counsel be consulted.**

1. Is the applicant legally established and in legal compliance according to Parts 3, 22-1-308 to 22-1-317 or Title 7 Montana Codes Annotated (MCA)?

\_\_\_\_\_ yes \_\_\_\_\_ no

2. Is the Library Board of Trustees in legal compliance according to Parts 3, 22-1-308 to 22-1-317 Montana Codes Annotated (MCA) or as provided in Title 7, MCA?

\_\_\_\_\_ yes \_\_\_\_\_ no

3. Is the Library Board of Trustees in legal compliance with 18-8-204 MCA, 18-2-122 MCA and 18-2-113 MCA regarding the employment of an architect?

\_\_\_\_\_ yes \_\_\_\_\_ no

4. Does the city or county, which is responsible for library service, have or will be able to obtain a full title or other interest in the site or building, including right of access, that is sufficient to insure the applicant's undisturbed use and possession of the facilities for 20 years (applicant has an obligation for restoration of federal equity in the project, if this commitment is not carried out)?

\_\_\_\_\_ yes \_\_\_\_\_ no

4a. If no was checked on question # 4, explain legal authority to site or building:

\_\_\_\_\_  
\_\_\_\_\_

When will site or building be available? \_\_\_\_\_

4b. If yes was checked on question # 4, give location and date of purchase of site or building: \_\_\_\_\_

4c. Does site have buildings on it? \_\_\_\_\_ yes \_\_\_\_\_ no

4d. Has site or building been studied for flood hazards? \_\_\_\_\_ yes \_\_\_\_\_ no  
(please provide documentation)

4e. Will it be necessary to relocate any utilities? \_\_\_\_\_ yes \_\_\_\_\_ no

4f. Will it be necessary to relocate any residents? \_\_\_\_\_ yes \_\_\_\_\_ no

I, \_\_\_\_\_ do hereby certify that all of  
(Applicant)

the facts, figures and representations made in this application, including all exhibits and attachments hereto and hereby made a part of this application are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Chair, Board of County Commissioners  
or Mayor, City Council or City Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Library Board of Trustees

\_\_\_\_\_  
Date

Applications must be received at the office of the LSCA Coordinator, Montana State Library, Box No. 201800, Helena, MT 59620-1800 by November 18, 1994. **FACSIMILE TRANSMISSION WILL NOT BE ACCEPTED.**

## LIBRARY SERVICES AND CONSTRUCTION ACT - TITLE II

### APPLICATION CHECKLIST

\_\_\_\_\_ **Submit to the State Library one copy of:**

- \_\_\_\_\_ Letter of Intent to Apply (signed) -- (due by 08-12-94)
- \_\_\_\_\_ Submission of Collection Management Policy -- signed by local governing body and sent for approval by the Montana State Library -- (due on or before 08-12-94)
- \_\_\_\_\_ Collection Management Policy approved and on file at the Montana State Library -- (due by 09-09-94)
- \_\_\_\_\_ Assurances of Compliance, LSCA Title II (signed) -- (due by 11-18-94)
- \_\_\_\_\_ Certification Regarding Lobbying for Grants and Cooperative Agreements (signed) -- (due by 11-18-94)

\_\_\_\_\_ **Submit to the State Library original and seven copies of:**

- \_\_\_\_\_ Summary of Project Sheet -- (due by 11-18-94)
- \_\_\_\_\_ Project Application with drawings and/or floor plans (signed) -- (due by 11-18-94)
- \_\_\_\_\_ Project Narrative including attached Collection Management Policy sections, see p. T2-9. -- (due by 11-18-94)
- \_\_\_\_\_ Supporting Documentation -- (due by 11-18-94)

\_\_\_\_\_ **Submit to the State Library three copies (all with original signatures) of:**

- \_\_\_\_\_ Assurances of Compliance with the Department of Health and Human Services regulation under Title VI of the Civil Rights Act of 1964 -- (due by 11-18-94)
- \_\_\_\_\_ Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion / Lower Tier Covered Transactions -- (due by 11-18-94)

**SAMPLE SCORE SHEET FOR LSCA TITLE II APPLICATIONS**

**POINTS**

**CATEGORY I PRIMARY CRITERIA**

- A. 1. New or Increased Services (or)
- 2. Reaching New Users or the Underserved

\_\_\_\_\_  
(Maximum 40)

Rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OR**

- - OR - -

- B. 1. Energy Conservation (or)
- 2. General Inadequacy of Present Facilities

\_\_\_\_\_  
(Maximum 30)

Rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

-----

**CATEGORY II ADVANCED STAGES OF PLANNING**

- A. Architectural Drawings

\_\_\_\_\_  
(Maximum 10)

Rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- B. Ability to Identify and Generate Matching Funds

\_\_\_\_\_  
(Maximum 10)

Rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CATEGORY III ECONOMY OF SCALE**

Cost per Square Foot and/or Practicality of Plans

\_\_\_\_\_  
(Maximum 10)

Rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CATEGORY IV SOUNDNESS OF EVALUATION PLAN**

Specifics of Evaluation Plan, Including Methods

\_\_\_\_\_  
(Maximum 10)

Rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CATEGORY V EVIDENCE OF COMMUNITY SUPPORT**

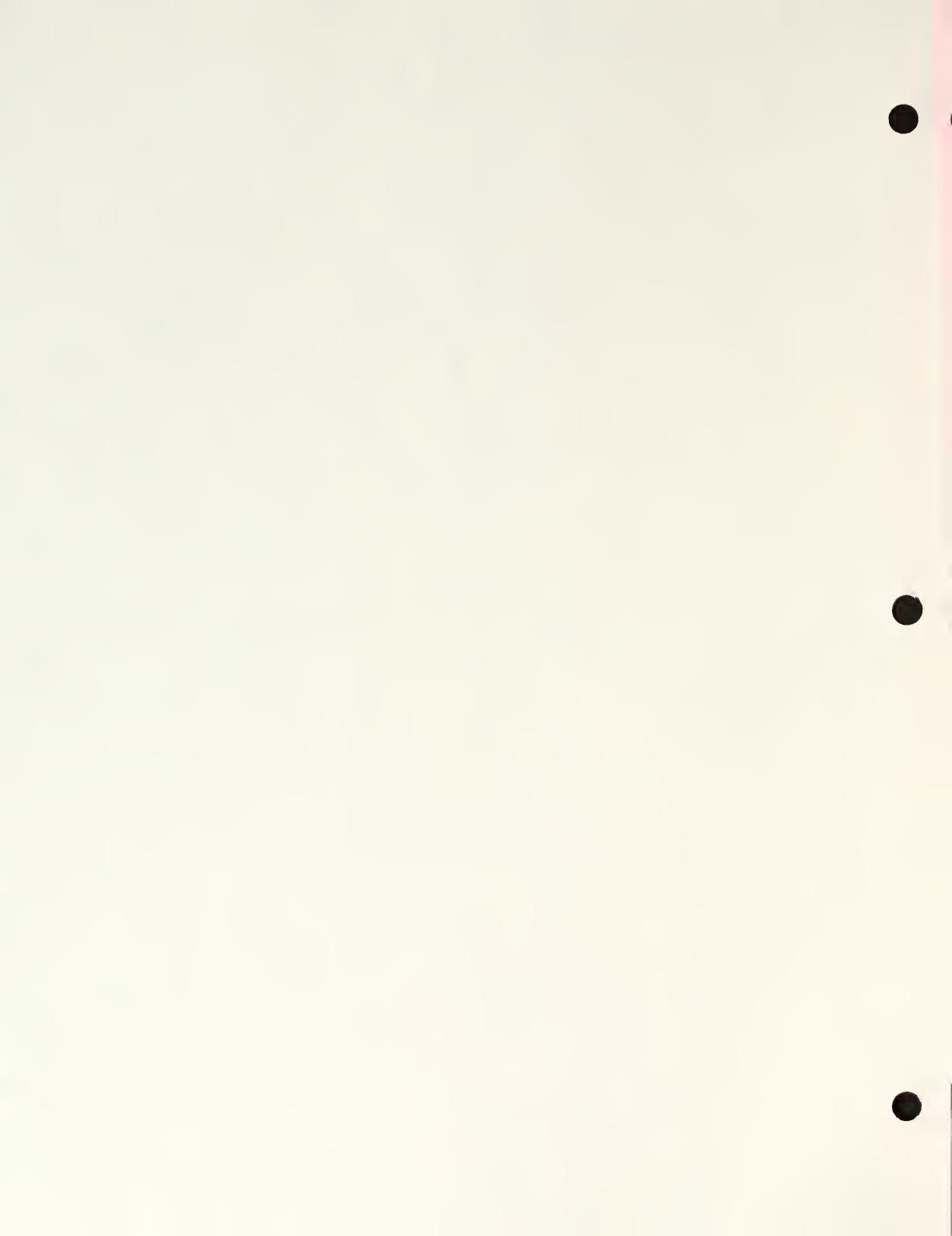
From Patrons, Potential New Users, Government Leaders, Other Groups or  
Educators, Newspapers, and Press

\_\_\_\_\_  
(Maximum 20)

Rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL POINTS**

(100 Possible if # I.A. or 90 Possible if # I.B.)





# **TITLE III**

*Questions regarding the LSCA application process should be directed to:*

*LSCA Coordinator  
Montana State Library  
P.O. Box 201800  
Helena, MT 59620-1800  
406-444-5350*

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## ELIGIBLE APPLICANTS

- Montana libraries of all types, and nonprofit agencies or organizations proposing a project which will enable or enhance interlibrary cooperation and resource sharing, and/or augment the technological capacity of libraries to share resources, may apply for grants under Title III.
- To be eligible to submit an application, Montana libraries must have an approved Collection Management Policy on file at the Montana State Library.\* See Collection Management Policy -- Green Section.

\*"Parts of the Collection Management Policy are also required in the application process."

## ELIGIBLE PROJECTS

### TITLE III: INTERLIBRARY COOPERATION AND RESOURCE SHARING

The Montana State Library will accept applications for projects that will enable or enhance Multi-type Interlibrary Cooperation and Resource Sharing under Title III Purposes. (For a listing of all Title I & III Purposes, See Appendices - A-2 through A-5.) Special consideration will be given to applications under the following Purposes:

#### 2. Establishing, Expanding and Operating Library Networks

This includes, but is not restricted to, projects such as:

- projects which demonstrate how libraries can share a specific resource (e.g. video collection)
- statewide, regional, and/or model network projects which demonstrate how to overcome the barriers to library resource sharing, i.e. service area overlap, political boundaries, specialized funding, lack of communication, etc.

#### 3. Planning of Statewide Resource Sharing

This includes, but is not restricted to, projects such as:

- coordination and cooperation among libraries statewide or in a region to determine effective collection development strategies to support resource sharing
- statewide or regional coordinated planning among multi-type libraries to enhance public access to the participating libraries' resources
- design of a statewide or regional referral service plan to maximize local citizen access to a wide range of community resources

#### 4. Technological Capacity for Interlibrary Cooperation/Resource Sharing

This includes, but is not restricted to, projects such as:

- computer training or automation workshops that enhance libraries' abilities to share resources
- model agreements among libraries which demonstrate co-ownership or the sharing of automation equipment and software to the mutual benefit of the participating libraries

#### **INELIGIBLE PROJECTS**

Projects should be innovative and should supplement local funding. Projects are not eligible which:

- 1) would replace local spending (the basic operation of the library is a local responsibility)
- 2) have no replication potential beyond the initial project
- 3) involve retrospective conversion in one library  
(The Montana State Library Commission does not intend to fund retrospective conversion (RECON) projects that relate to one library's collection unless titles are generally unavailable in the statewide database, and/or represent unique holdings. The end product of any LSCA-funded RECON project must be in MARC format. Ideas for projects that involve RECON elements should be discussed with the State Librarian prior to beginning work on the application.)

Applications for these projects will be considered ineligible and returned to the applicant. Contact the LSCA Coordinator at the Montana State Library if you have any questions regarding the eligibility of your project.

## FY '95 LSCA TITLE I & III GRANT APPLICATION SCHEDULE

- March 18, 1994 FY '95 LSCA Titles I & III Grant Application Materials available for distribution
- August 12, 1994 Deadline for applicants to submit a Collection Management Policy for Montana State Library approval in this FY '95 grant cycle
- September 9, 1994 Deadline to have a Collection Management Policy **APPROVED** by local board or governing body AND by the Montana State Library on file at the Montana State Library for FY '95 LSCA Titles I & III Grant Applications (\* See Eligible Applicants p. T3-2)
- September 16, 1994 Submission deadline for Title I & III applications to be at the Montana State Library
- September 19-23, 1994 Eligibility Review completed by Montana State Library staff; Letter of Eligibility Status mailed to all applicants.
- September 23, 1994 Grant applications forwarded to members of the Library Services Advisory Council's Title I & III Committee for review
- October 28, 1994 Titles I & III Committee will meet to discuss recommendations to the Library Services Advisory Council (public welcome to attend)
- November 2, 1994 Titles I & III Committee recommendations and copies of the Project Application Summary page will be sent to Library Services Advisory Council
- November 1994 Advisory Council determines funding recommendations to be forwarded to the Montana State Library Commission (public welcome to attend)
- December 1994 Montana State Library Commission determines FY '95 LSCA Titles I & III grant award recipients and amounts (public welcome to attend)
- December 1994 Notice mailed to all applicants of the final status of their grant requests
- January 1995 Grant Agreements mailed to award recipients for signatures. When a properly signed agreement is on file at the Montana State Library, the project funds will be available as specified in the project Grant Agreement.
- August 11, 1995 Deadline for applicants to submit a Collection Management Policy for Montana State Library approval in the FY '96 grant cycle
- September 8, 1995 Deadline to have a Collection Management Policy **APPROVED** by local board or governing body AND by the Montana State Library on file at the Montana State Library for FY '96 LSCA Titles I & III Grant Applications (\* See Eligible Applicants p. T3-2)

# INSTRUCTIONS

## A. APPLICATION

### 1. General

Complete and mail ten (10) copies (an original and nine (9) copies) of the Grant Application Materials, which consist of (1) LSCA Project Application Summary, page T3-9; (2) Proposed Budget, pages T3-13/T3-16; (3) Project Narrative (Optional), and (4) Letters of Support (in that order only) to the LSCA Coordinator, Montana State Library, Box 201800, Helena, Montana 59620-1800. **TELEFACSIMILE SUBMISSIONS ARE NOT ACCEPTABLE.**

**The application must be received at the Montana State Library by September 16, 1994. Applications received after the deadline will not be considered for funding.**

Information provided in the Application is understood to be binding on the applicant. Any changes in a project from its description in the Application would require prior written permission from the Montana State Library.

All FY 1995 Montana LSCA applications will first be reviewed by the Montana State Library for determination of eligibility. (See page T3-2.)

Eligible applications will be reviewed by the Titles I & III Committee of the Library Services Advisory Council) according to the schedule on page T3-4. The Committee will have full copies of eligible applications and will score them using the evaluation form on page T3-18.

The Library Services Advisory Council Titles I & III Committee will report scores and make recommendations to the Library Services Advisory Council. Titles I & III Committee ranked mean scores and copies of the Project Application Summary page of the applications (page T3-9) will be reviewed by the Library Services Advisory Council according to the schedule on page T3-4. **It is important that you completely, but concisely, describe your project in the space provided as this is the only information on the project that is provided to the Library Services Advisory Council for review.** The Advisory Council will then determine funding recommendations to be forwarded to the Montana State Library Commission, which makes the final grant award decisions according to the schedule on page T3-4.

For all applications, be sure to give careful attention to the Summary page. The Project Application Summary provides a brief specific overview of your project.

### 2. Project Application Summary

**Project Title:** use a unique name of 25 characters or fewer that readily identifies your project.

**Project Administrator:** the person who will be responsible for the administering the LSCA Title III funds and will receive all correspondence from the Montana State Library.

**Project Administrator's Address:** the project administrator's address will be the one where a project correspondence from the Montana State Library will be sent.



**Telephone of Project Administrator:** the number at which the project administrator may be contacted during normal working hours.

**Title III LSCA Federal Purposes --** Check the ONE Title III Federal LSCA Purpose that best describes your project: All LSCA funding available through the Montana State Library Commission must be directly linked to one of 18 Title I purposes, 2 Title II purposes, or 5 Title III purposes as detailed in "LSCA Titles and Purpose" (pages A-2 through A-6 of this manual). Please review these purposes and check the one purpose on the application that best describes your project. Please be aware that the score sheet (page T3-8) the reviewers use to score your application has a point distribution based on the LSCA purpose your project serves.

**Category A. Title III Purposes Emphasized by the Montana State Library Commission:** The Montana State Library Commission has chosen to give primary emphasis for FY 1995 funding to applications submitted under one of these LSCA purposes. Projects primarily designed to address these emphasized purposes will receive preference in the application scoring process. **Applications in this category are encouraged to demonstrate local financial support as part of their proposed project and the level of support will be considered in the Grant Application Evaluation (see T3-19, #5).**

**Category B. Other Title III Purposes Targeted in Montana's Long Range Program:** NONE.

**Category C. Other Title III Purposes Not Targeted in Montana's Long Range Program:** Although these LSCA purposes have not been emphasized by the Library Commission, nor targeted in Montana's Long Range Program, projects which address them are still eligible to be considered for funding. However, applicants should be aware that no scoring preference is reserved for these purposes. **Applications in this category are encouraged to demonstrate local financial support as part of their proposed project and the level of support will be considered in the Grant Application Evaluation (see T3-19, #5).**

**Amount Requested for Total Project:** indicate the Total Project Cost, and the amounts of LSCA funds and local funds/in-kind services that comprise this total cost.

**"Local funds/in-kind services"** refers to cash and the fair market value of services, materials, real estate donations, etc. that are provided at the local level and are an integral part of the project. Local Financial Support is required for Categories B and C of the LSCA Titles I & III Purposes.

**Example:** Libraries developing a computer network as part of a LSCA Title III project use existing modems and dedicated telephone lines to link-up with the network. The cost of the modem and the line installation can be claimed as in-kind contributions.

**Summary of Project:** in the space provided, briefly summarize the following:

**Needs Statement:** Describe and document the problem which you wish to address through this project, in terms of library user needs, identifying the number and characteristics of the populations to be served by the project. A review of your library's Collection Management Policy (CMP) may help you identify the ties of your mission and/or library role to the needs your library is unable at this time to achieve. In addition to the review of your policy, please attach the following sections from your current approved CMP to the Project Summary Application -- (1) A.1. Mission Statement; (2) A.3. Community and User Groups Defined; (3) A.4. Patron Needs and Services/Programs Defined; and (4) Any other information contained in your CMP that is pertinent to this project proposal. Please cite page numbers from your CMP for cross-reference.

**Project Goals and Objectives:** Describe the goal(s) of your project by stating in general terms what you want to accomplish. State the objective(s) of your project in action statements that establish a timeline for each activity and the method by which you will determine to what extent the objective has been accomplished.

**Methodology:** Describe the methods, resources, timelines, and personnel that will be used in the solution of the problem you have described. Indicate how the project will continue after LSCA funds are expended.

**Evaluation:** Describe how you propose to evaluate the results of your project. Provide descriptions of criteria to be examined, qualitative and quantitative measurements you intend to use (before and after analyses may be helpful), timelines, and survey instruments. Additionally, describe how your evaluation results will be compiled, reported, and disseminated.

**It is important that you completely but concisely describe your project in the space provided so that the Montana State Library can evaluate eligibility of the project.**

**Overall Proposed Budget:** these figures are also requested on page T3-12 of the Grant Application.

**Signature:** should be signed by the proper authority.

### **3. PROJECT NARRATIVE (Optional)**

This section provides an opportunity for you to describe your project in more detail than allowed for on the Project Application Summary page. Compose your Project Narrative with the following section headings in this order: (1) Needs Statement; (2) Project Goals and Objectives; (3) Methodology; and (4) Evaluation.

### **4. PROPOSED BUDGET**

Complete the Proposed Budget tables as indicated on the forms (pages T3-13 through T3-16).

### **5. LETTERS OF SUPPORT**

Letters of support may be helpful in establishing the credibility of the project. Include current letters from those individuals, organizations, and/or governmental entities which will be impacted by and/or assist in the project. Letters of support may be considered an indicator of local support for the project.



## **B. GRANT AGREEMENT**

PLEASE BE AWARE THAT AFTER THE MONTANA STATE LIBRARY COMMISSION (MSLC) AWARDS A GRANT AND BEFORE A PROJECT IS AUTHORIZED TO COMMENCE, THE AWARD RECIPIENT(S) MUST SIGN A GRANT AGREEMENT WITH THE MONTANA STATE LIBRARY. THIS AGREEMENT INSURES THAT THE APPROVED LSCA PROJECT WILL ADHERE TO SPECIFIC ASSURANCES AND PROVISIONS REQUIRED BY FEDERAL AND STATE REGULATIONS AND MSLC POLICIES. SOME OF THE REQUIRED ASSURANCES INVOLVE FISCAL PROCEDURES, CONFLICT OF INTEREST, EXAMINATION OF RECORDS, DEFAULT, COPYRIGHT AND PUBLICATION, LABOR REQUIREMENTS, HANDICAPPED ACCESS, ETC. SOME OF THE ADDITIONAL FORMS THAT MUST BE SIGNED INCLUDE "ASSURANCES-NON-CONSTRUCTION PROGRAMS," "CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS," "CERTIFICATION REGARDING DEBARMENT." (SEE APPENDICES FOR COPIES OF THESE.)



**MONTANA STATE LIBRARY, LIBRARY DEVELOPMENT PROGRAM  
LSCA PROJECT APPLICATION SUMMARY, FY 1995 TITLE III**

Application must be received at the Montana State Library by  
September 16, 1994.

OFFICE USE ONLY

APPLICATION NUMBER

Project Title: \_\_\_\_\_  
(25 Characters or fewer)

Project Administrator: \_\_\_\_\_ Telephone: \_\_\_\_\_

Project Administrator's Mailing Address: \_\_\_\_\_  
Address

\_\_\_\_\_ City State Zip

Title III LSCA Federal Purposes -- Check the ONE Title III Federal LSCA Purpose that best describes  
your project (see instructions page T3-6):

Category A. Title III Purposes Emphasized by the Montana State Library Commission:

\_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4.

< < OR > >

Category B. Other Title III Purposes Targeted in Montana's Long Range Program:

NONE

< < OR > >

Category C. Other Title III Purposes Not Targeted in Montana's Long Range Program:

\_\_\_\_\_ 1. \_\_\_\_\_ 5.

Amount Requested for Total Project: LSCA Funds: \$ \_\_\_\_\_

Local Funds/In-Kind Services: \$ \_\_\_\_\_  
(recommended for Purposes in Category A)  
(required for Purposes in Category C)

Total Cost of Project: \$ \_\_\_\_\_

**Summary of Project**

**Needs Statement:**

**Project Goals and Objectives:**

**Methodology:**



**Evaluation:**



**PROPOSED BUDGET**

CATEGORY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
SALARIES & WAGES			
CONTRACTED SERVICES			
SUPPLIES & MATERIALS			
TRAVEL			
TRAINING			
EQUIPMENT			
OTHER EXPENDITURES			
TOTAL BUDGET			

The signature(s) below will be understood to signify the project administrator's intent to conduct the project described herein and the additional signatures will represent all participants in a cooperative project. Attach an additional sheet of signatures if needed.

\_\_\_\_\_  
Signature - Project Administrator                      Print or Type Name                      Title

\_\_\_\_\_  
Signature                      Print or Type Name                      Title

\_\_\_\_\_  
Signature                      Print or Type Name                      Title

\_\_\_\_\_  
Signature                      Print or Type Name                      Title

\_\_\_\_\_  
Signature                      Print or Type Name                      Title

\_\_\_\_\_  
Signature                      Print or Type Name                      Title

\_\_\_\_\_  
Signature                      Print or Type Name                      Title

\_\_\_\_\_  
Signature                      Print or Type Name                      Title

\_\_\_\_\_  
Signature                      Print or Type Name                      Title

## PROPOSED BUDGET

Describe how you intend to spend the funds for the project, including both LSCA funds and those from other sources. Provide sufficient detail so that a reviewer can understand how various items were computed, e.g., use total hours, unit costs, and quantities. Budget items should be reflected in the methodology section of the narrative.

### SALARIES AND WAGES

List the positions connected with the project and indicate the following for each: total project hours required, percentage of federal and local funds paid for benefits, federal funding, local funding, and total for each position.

POSITION	TOTAL HOURS	% OF BENEFITS	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
COLUMN TOTALS					

### CONTRACTED SERVICES

List all contracted services, including personal services and others connected with the project and indicate type of service, federal funding, local funding and total funding.

TYPE OF SERVICE	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
COLUMN TOTALS			

## SUPPLIES AND MATERIALS

SUPPLIES AND MATERIALS	CATEGORY	QUANTITY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
<b>PRINT MATERIALS:</b> List by category, such as periodicals, pamphlets, books.					
<b>AUDIO VISUAL SOFTWARE:</b> List by category, such as films, filmstrips, etc.					
<b>COMPUTER SOFTWARE:</b> Specify titles.					
<b>OTHER:</b> Consumable supplies.					
<b>COLUMN TOTALS</b>					

## TRAVEL

List each position that will travel during this project and the purpose of the travel. Travel reimbursement will be in accordance with Section 2.4.101 of the Administrative Rules of Montana.

POSITION	PURPOSE OF TRAVEL	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
<b>COLUMN TOTALS</b>				



## TRAINING

List each position that will use the training funds for this project and indicate the type of training.

POSITION	TYPE OF TRAINING	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
<b>COLUMN TOTALS</b>				

## EQUIPMENT

EQUIPMENT	DESCRIPTION	QTY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
<b>AV HARDWARE:</b> Indicate each piece of equipment and cost, whether rental, lease or purchase.					
<b>COMPUTER HARDWARE:</b> Specify make, model, and memory capacity of each item.					
<b>OTHER:</b> Specify					
<b>COLUMN TOTALS</b>					

### OTHER EXPENDITURES

EXPENDITURES	DESCRIPTION (if applicable)	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
INSURANCE				
RENT				
TELEPHONE				
POSTAGE				
PHOTOCOPYING				
PRINTING: Indicate publication, quantity and estimated cost.				
OTHER				
COLUMN TOTALS				

### OVERALL PROPOSED BUDGET \*

CATEGORY	LSCA FUNDS	LOCAL FUNDS	TOTAL FUNDS
SALARIES & WAGES			
CONTRACTED SERVICES			
SUPPLIES & MATERIALS			
TRAVEL			
TRAINING			
EQUIPMENT			
OTHER EXPENDITURES			
TOTAL BUDGET			

\* NOTE: This information is also requested on the LSCA Project Application Summary, page T3-12.

## LSCA TITLE III GRANT APPLICATION CHECKLIST

This checklist is provided to assist you in preparing your grant application. **DO NOT** send it to the Montana State Library with your application.

- \_\_\_\_\_ 1. Eligible applicant. See p. T3-2.
- \_\_\_\_\_ 2. Eligible/Ineligible project. See pp. T3-2/T3-3.
- \_\_\_\_\_ 3. Submission of a Collection Management Policy for Montana State Library approval by August 12, 1994. See p. CMP-2.
- \_\_\_\_\_ 4. Collection Management Policy approved by local governing body and the Montana State Library and on file at the Montana State Library by September 9, 1994. See p. CMP-2.
- \_\_\_\_\_ 5. Project Application Summary completed. See pp. T3-9/T3-12.
  - a. 'Summary of Project' section completely and concisely describes project. See pp. T3-10/T3-12.
  - b. 'Summary of Project' section completed in space provided and not continued on other pages. See pp. T3-10/T3-12.
  - c. Collection Management Policy sections are attached to application. See p. T3-7.
- \_\_\_\_\_ 6. Project Narrative completed in correct format. (Optional)  
See pp. T3-7/T3-8.
- \_\_\_\_\_ 7. Proposed Budget completed. See pp. T3-13/T3-16.
- \_\_\_\_\_ 8. Letters of Support included. See p. T3-8.
- \_\_\_\_\_ 9. Application complete and assembled in correct order. See p. T3-5.
- \_\_\_\_\_ 10. The ten (10) copies (the original and nine (9) copies--in proper order) will be received at the Montana State Library by September 16, 1994. See p. T3-5.

REVIEWER # \_\_\_\_\_

APPLICATION #: \_\_\_\_\_

Project Title: \_\_\_\_\_

Total Score: \_\_\_\_\_

**LIBRARY SERVICES AND CONSTRUCTION ACT -- TITLE III  
Montana Library Services Advisory Council Titles I & III Committee  
Grant Application Evaluation Form**

Maximum Points

1. Does the application address a need under the LSCA Title III federal purposes? 15 \_\_\_\_\_
- 0 pts - Need addressed does not fit under any LSCA Title III federal purpose
- 5 pts - Need addresses one of the LSCA Title III purposes(Category C, T3-6)
- 10 pts - Need addresses one of the LSCA Title III federal purposes that is targeted in Montana's Long Range Program(Category B, T3-6)
- 15 pts - Need addresses one of the LSCA Title III federal purposes that the Montana State Library Commission has listed as a priority(Category A, T3-6)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Does the application explain the intensity of need and further explain the relationship of this need to needs identified in other local library documentation, such as the library's Long Range Plan, Collection Management Policy, etc? 10 \_\_\_\_\_

- 0 pts - Application does not establish that need is significant
- ▲  
|  
▼
- 10 pts - Application demonstrates that need is intensive and that it is congruent with other statements of the need as documented in the local library's Long Range Plan, Collection Management Policy, etc.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What sources (statistics, documents, studies, resource persons, etc.) has applicant cited in order to verify that this need is a bona fide Montana library services need? 15 \_\_\_\_\_

- 0 pts - No citations
- ▲  
|  
▼
- 15 pts - Application cites at least three sources examples such as:  
*Montana's Long Range program; Report of the Blue Ribbon Panel on Libraries at Risk to the Montana State Library Commission; Montana Federations' 1984; Matthew's Report; Montana Public Library Annual Report of Statistics; 1991 Montana Governor's Conference on Library and Information Services; U.S. Census Bureau Data; and/Local, State and National Resource Persons.*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Do you think this project will improve statewide library service in Montana? 10 \_\_\_\_\_

- 0 pts - No indication that the project will lead to any improvement in Montana's library service.  
▲  
|  
▼
- 10 pts - Project offers clear indication and cogent arguments that it will improve library service in Montana immediately or in the long range.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Is there local financial support for the project? 15 \_\_\_\_\_  
(ie. in-kind services & local funds, T1-7)

- 0 pts - No evidence of local financial support
- 5 pts - Up to 25% of total project budget is local financial support
- 10 pts - Up to 50% of total project budget is local financial support
- 15 pts - Over 50% of total project budget is local financial support

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Are the objectives obtainable and measurable? 5 \_\_\_\_\_

- 0 pts - No objectives proposed for the project  
▲  
|  
▼
- 5 points - Objectives proposed are measurable and by all indications are obtainable through this project

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Is the methodology practical and workable, and does the application offer sufficient data on how the resources and personnel will be used to accomplish the project? 5 \_\_\_\_\_

- 0 pts - Proposal offers no discernable methodology and no description of how resources and personnel will be used
- ▲
- | Proposal presents some methodology and some description of how resources and personnel will be used, but the presentation is not complete and convincing
- ▼
- 5 pts - Proposal presents well-thought-out methodology which incorporates in a logical fashion how the resources and personnel related to the project will be used

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Are there evaluation procedures that will measure the outcome of the project, the degree to which the objectives are met, and effectively communicate evaluation results to others? 15 \_\_\_\_\_

- 0 pts - No evidence of a plan for evaluating the project
- ▲
- | Evaluation plan presented that will indicate some measure (mostly quantitative) of project outcome
- ▼
- 15 pts - Evaluation plan presented that provides detailed description of criteria to be examined, qualitative and quantitative measurement tools, timelines, survey instruments, and a feasible and thorough strategy for compiling and disseminating evaluation results.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Does the potential impact of this project justify the requested LSCA funds (are we getting the bang for the buck)? 10 \_\_\_\_\_

- 0 pts - No bang
- ▲
- | Little bang -- Big bucks
- | Little bang -- Little bucks
- ▼
- Big bang -- Big bucks
- 10 pts - Big bang -- Little bucks

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Possible Points 100

Total Score \_\_\_\_\_

# **COLLECTION MANAGEMENT POLICY**

*Questions regarding the LSCA application process should be directed to:*

*LSCA Coordinator  
Montana State Library  
P.O. Box 201800  
Helena, MT 59620-1800  
406-444-5350*

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## INTRODUCTION

To be eligible to submit a grant application, Montana libraries must have an approved Collection Management Policy on file at the Montana State Library. Collection Management Policies, considered and formally adopted by governing entities, are a prerequisite to maintaining a useful materials collection. Accordingly, the Montana State Library Commission now requires that any entity applying to the Commission for any grants after July 1, 1986, shall have an approved written collection management policy in place and on file at the Montana State Library (MSL).

In order to meet the September 9, 1994 collection management policy deadline for this grant cycle, libraries should follow this procedure: write policy with local approval; submit policy to MSL for review by August 12, 1994 (MSL will approve or return revision comments within 20 working days); if policy is not approved, the library should revise it in accord with MSL's comments and re-submit the policy to MSL for another review; this process continues until an approved policy is on file at MSL.

This requirement does not preclude a library from working on a grant application while simultaneously completing work on a collection management policy. However, a grant application will not be considered eligible unless the collection management policy requirements have been met.

## TIMETABLE

August 12, 1994

Deadline for applicants to submit a Collection Management Policy for approval in this FY '95 grant cycle

September 10, 1994

Deadline to have an approved Collection Management Policy on file at the Montana State Library for FY '95 LSCA Titles I, II & III Grants.

August 11, 1995

Deadline for applicants to submit a Collection Management Policy for approval in the FY '96 grant cycle

September 8, 1995

Deadline to have an approved Collection Management Policy on file at the Montana State Library for FY '96 LSCA Titles I, II & III Grants.

## COLLECTION MANAGEMENT POLICY OUTLINE

The attached policy outline includes those elements which meet the criteria established by the Montana State Library Commission for its Blacktail Mission Statement:

Collection management policies, considered and formally adopted by governing entities, are a prerequisite to maintaining a useful materials collection. Accordingly, the Commission now requires that any entity applying to the Commission for any grants after July 1, 1986, shall have a written collection management policy in place.

It is important, therefore, that all libraries in Montana develop and adopt a policy in order to be eligible for future funds which are administered by the Commission.

This is an outline for a collection management policy, not a selection policy. A selection policy describes the procedures and policies for adding material to the collection. A collection management policy includes the elements of a selection policy, but it also describes how the library's collection serves its users, where the strengths and weaknesses are, how the collection relates to those in other local libraries, and what the goals are for the development of the collection.

The policy should be written for the library staff, the library board, the governing organization, and the patrons of the library. It should both guide the collection management activities and explain those activities and their results to others.

The length of such a policy varies with the complexity of the collection and the complexity of the community of users the collection serves. Each category in the outline is important and should be addressed, at least to the extent appropriate for your library. Your statements within each category may vary from one sentence to several paragraphs. Unlike most policies, the collection management policy should err on the side of specifics rather than generalities. The questions and statements within each section of the outline are for your guidance in considering your library's situation and in writing the policy.

You may want to start with brief statements, especially if this is your first attempt at writing a collection management policy. The process of examining the current collection and planning for its development is more important than the actual document. Also, a collection management policy should not be static. It should be frequently reviewed and changed to reflect changes in the library's goals and in the collection itself.

### A. INTRODUCTION

#### 1. Mission Statement

What is the library's reason for existence? What is the library's role in the community? The mission of the governing organization or parent institution may also be included.

#### 2. Purpose of the Policy

How will the policy be used for library management, planning, and accountability to the governing organization and library users?

#### 3. Community and User Groups Defined

# APPENDICES

*Questions regarding the LSCA application process should be directed to:*

*LSCA Coordinator  
Montana State Library  
P.O. Box 201800  
Helena, MT 59620-1800  
406-444-5350*

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## LSCA TITLES AND PURPOSE

The LSCA has eight titles. Titles I, II and III are administered in Montana by the Montana State Library Commission and the Montana State Library. Titles IV and VI are grant programs administered directly by the U.S. Department of Education; if interested, apply directly to the U.S. Department of Education. (See Title Descriptions on page A-6.) Even though Titles V, VII and VIII are authorized, no appropriation has been made to fund them. Titles I and II of LSCA are limited to grants that benefit public libraries. The primary focus of Title III is to coordinate the resources of all types of libraries.

### **TITLE I: PUBLIC LIBRARY SERVICES**

#### **1. Public Library Services to areas without services:**

**TO EXTEND PUBLIC LIBRARY SERVICES TO AREAS AND POPULATIONS WITHOUT THESE SERVICES** - (This includes those areas of Montana in which no public library is established and operating under laws of the State.)

#### **2. Public Library Services to areas with inadequate services:**

**TO IMPROVE PUBLIC LIBRARY SERVICES TO AREAS AND POPULATIONS WITH INADEQUATE SERVICES** - (This includes assisting libraries in making effective use of technology to improve services; and, subgrants to library systems or networks that include libraries other than public libraries.)

#### **3. Services to the Disadvantaged:**

**TO PROVIDE LIBRARY SERVICES FOR THE DISADVANTAGED IN URBAN AND RURAL AREAS** - (This includes persons whose socio-economic or educational deprivation or whose cultural isolation from the general community may preclude them from benefiting from public library services to the same extent as the general community benefits from these services. These disadvantages include, but are not restricted to, distance, residence, handicap, age, literacy level, and limited English-speaking proficiency.)

#### **4. Physically Handicapped:**

**TO PROVIDE LIBRARY SERVICES FOR THE BLIND AND PHYSICALLY HANDICAPPED** - (This includes the providing of library services, through public or other nonprofit libraries, or organizations, to physically handicapped persons (including the blind and other visually handicapped) certified by competent authority as unable to read or to use conventional printed materials as a result of physical limitations.)

#### **5. State Institutional Library Services:**

**TO ESTABLISH, EXPAND, AND OPERATE PROGRAMS AND PROJECTS TO PROVIDE STATE INSTITUTIONAL LIBRARY SERVICES** - (This includes State Library programs as well as contracted services provided to specific institutions by public or other libraries.)

**6. Strengthening State Library Administrative Agency:**

**TO STRENGTHEN THE STATE LIBRARY ADMINISTRATIVE AGENCY** - (This involves strengthening the capacity of the State Library to meet the needs of the people of the State with regard to library services, facilities, and resources.)

**7. Major Urban Resource Libraries:**

**TO STRENGTHEN MAJOR URBAN RESOURCE LIBRARIES** - (Not available in Montana; requires that a public library be located in a city having a population of 100,000 or more individuals.)

**8. Strengthening Metropolitan Public Libraries:**

**TO STRENGTHEN METROPOLITAN PUBLIC LIBRARIES WHICH SERVE AS NATIONAL OR REGIONAL RESOURCE CENTERS**

**9. Limited English-speaking Proficiency:**

**TO PROVIDE PUBLIC LIBRARY SERVICE TO PERSONS WITH LIMITED ENGLISH-SPEAKING PROFICIENCY** - (This includes individuals who: (1) were not born in the United States or whose native tongue is a language other than English; (2) come from environments where a language other than English is dominant; (3) are American Indian and Alaskan Natives and who come from environments where a language other than English has had a significant impact on their level of English language proficiency. Because of one of the preceding reasons, such persons have difficulty speaking, reading, writing, or understanding the English language; are denied the opportunity to learn successfully in classrooms where the language of instruction is English; and/or to participate fully in society.)

**10. Services to the Elderly:**

**TO PROVIDE PUBLIC LIBRARY SERVICES FOR THE ELDERLY** - (This means that all services and resources normally available to the general population will be available to persons over age 65, adjusted as necessary for this segment of the population.)

**11. Community Information Referral Centers:**

**TO ASSIST LIBRARIES TO SERVE AS COMMUNITY INFORMATION REFERRAL CENTERS** - (This is a center that provides information and makes referrals to link people in need of services to appropriate resources)

**12. Literacy Program:**

**TO ASSIST LIBRARIES IN PROVIDING LITERACY PROGRAMS** - (This includes the provision of literacy programs for adults and school dropouts. An adult with limited literacy skills means an adult whose minimal skills in reading, writing, or computation or in performing basic arithmetical computations preclude the individual from functioning in society without assistance from others.)



**13. Handicapped:**

**TO MAKE LIBRARY SERVICES MORE ACCESSIBLE TO HANDICAPPED INDIVIDUALS - ("Handicapped" means, for purposes of this program, mentally retarded, hearing-impaired, speech-impaired, seriously emotionally disturbed, orthopedically-impaired, or otherwise health-impaired. Library services to the handicapped should include services as similar to those available to the total population as possible.)**

**14. Intergenerational Library Programs:**

**TO ASSIST LIBRARIES IN DEVELOPING INTERGENERATIONAL LIBRARY PROGRAMS - (This involves libraries developing after school literacy and reading programs that match older adult volunteers with unsupervised (latchkey) children to help these youth improve their reading skills.)**

**15. Child Care Centers:**

**TO ASSIST LIBRARIES IN PROVIDING MOBILE LIBRARY SERVICES AND PROGRAMS TO CHILD CARE PROVIDERS OR CENTERS - (This involves the extension of public library services to licensed or certified child-care providers or child-care centers.)**

**16. Model Literacy Centers:**

**TO ESTABLISH AND SUPPORT MODEL LIBRARY LITERACY CENTERS - (This involves the State library administrative agency working with other interested State agencies and nonprofit organizations to reduce the number of functionally illiterate individuals and to help them reach full employment.)**

**17. Drug Abuse Prevention:**

**TO ASSIST LIBRARIES IN PROVIDING MATERIALS AND CONDUCTING PROGRAMS AIMED AT PREVENTING AND ELIMINATING DRUG ABUSE - (This involves libraries in providing and displaying educational materials, and conducting community programs aimed at preventing and eliminating drug abuse, in cooperation with local education agencies, or other agencies or organizations.)**

**18. Administration:**

**ADMINISTRATION - ("Administration" means those activities required of the State Library administrative agency by the Library Services and Construction Act to: (1) qualify for assistance, (2) administer assistance, and (3) report the results thereof.)**

**TITLE II: PUBLIC LIBRARY CONSTRUCTION AND TECHNOLOGY ENHANCEMENT**

1. **TO ASSIST IN THE CONSTRUCTION AND RENOVATION OF PUBLIC LIBRARIES**
2. **TO ASSIST LIBRARIES IN ACQUIRING, INSTALLING, MAINTAINING OR REPLACING SUBSTANTIAL TECHNOLOGICAL EQUIPMENT - (The Montana State Library Commission has expressed interest in using Title II funds exclusively for purpose number 1.)**

**TITLE III: INTERLIBRARY COOPERATION AND RESOURCE SHARING**

1. **Planning of Cooperative Library Networks:**

**TO ASSIST LIBRARIES IN PLANNING COOPERATIVE LIBRARY NETWORKS**

2. **Establishing, Expanding and Operating Library Networks:**

**TO ASSIST LIBRARIES IN ESTABLISHING, EXPANDING AND OPERATING LIBRARY NETWORKS - (It should be noted that public and school libraries that cooperate to make school library resources available to the public when school is not in session may be reimbursed for those expenses.)**

3. **Planning for Statewide Resource Sharing:**

**TO ASSIST LIBRARIES IN PLANNING FOR STATEWIDE RESOURCE SHARING**

4. **Technological Capacity for Interlibrary Cooperation/Resource Sharing:**

**TO ASSIST LIBRARIES IN DEVELOPING THE TECHNOLOGICAL CAPACITY FOR INTERLIBRARY COOPERATION/RESOURCE SHARING - ("Interlibrary cooperation" means the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers.)**

5. **Preservation Programs**

**TO ASSIST LIBRARIES IN ESTABLISHING PRESERVATION PROGRAMS - (Such preservation programs must be based on a statewide preservation cooperation plan that identifies preservation objectives and specifies methods by which the State library agency will work with libraries and other organizations concerned with preservation to develop plans, training, and service programs to ensure that endangered resources are preserved systematically.)**



**TITLE IV: LIBRARY SERVICES FOR INDIAN TRIBES \***

1. To establish, extend, and improve public library services to Indian people living on or near reservations and Hawaiian natives.

**TITLE V: FOREIGN LANGUAGE MATERIALS ACQUISITION**

1. To assist state libraries and public libraries in the acquisition of foreign language materials.

**TITLE VI: LIBRARY LITERACY PROGRAMS \*\***

1. To assist state libraries in coordinating and planning literacy programs and making arrangements for training librarians and volunteers.
2. To assist public libraries in promoting the use of voluntary services in providing literacy programs, acquiring materials for literacy programs, and using library facilities for literacy programs.

**TITLE VII: EVALUATION AND ASSESSMENT**

**TITLE VIII: LIBRARY LEARNING CENTER PROGRAMS**

- \* If additional information concerning the Title IV Library Services for Indian Tribes or guidance in preparing an application is needed, please contact:

Louise Sutherland, Acting Director or Beth Fine, LSCA Title IV Program Officer  
Discretionary Library Programs Division  
Library Programs/OERI  
U.S. Department of Education  
555 New Jersey Avenue, NW  
Washington, DC 20208-5571  
Telephone: (202) 219-1315

- \*\* If additional information concerning the Title VI Library Literacy Programs or guidance in preparing an application is needed, please contact:

Carol Cameron Lyons or Barbara Humes  
LSCA Title VI Program Officers  
Library Programs/OERI  
U.S. Department of Education  
555 New Jersey Avenue, NW  
Washington, DC 20208-5571  
Telephone: (202) 219-1315



**SAMPLE LSCA TITLE I & III SUBGRANT AGREEMENT FOR**

**LSCA PROJECT #???????? -**

**Name of Project**

**SUBGRANT AMOUNT: \$00,000.00**  
**PROJECT ADMINISTRATOR: Jane Doe**

This AGREEMENT is made this ? day of January, 199?, by and between the Montana State Library, hereinafter referred to as the STATE LIBRARY, and the ??????? Library, Anywhere, Montana, hereinafter referred to as the LOCAL LIBRARY.

The parties to this AGREEMENT, in consideration of the mutual promises set forth herein, agree as follows:

**SECTION I**

The LOCAL LIBRARY agrees to do the following:

1. assume administrative responsibility for conducting LSCA PROJECT #???????? - Name of Project hereinafter referred to as THE PROJECT; and,
2. act in accord with the intent specified in the LOCAL LIBRARY'S FY '9? LSCA Title I Project Application (Montana Library Services Advisory Council Reference #??-??); and,
3. comply with federal and state regulations requiring that a clear audit trail, appropriate receipts and fund status reports be available as necessary. (To maintain audit clarity, unexpended LSCA funds shall not be combined in the same account with non-LSCA funds, nor should unexpended LSCA funds be placed in interest-bearing accounts. In accordance with LSCA regulations, it is important that LSCA funds be expended as authorized in a timely manner. Funds reimbursing approved LSCA project expenditures will be considered disbursed upon written notification of the STATE LIBRARY that the LOCAL LIBRARY has received payment.); and,
4. submit requests for reimbursement accompanied by paid receipts from appropriate vendors or other evidence of incurred costs directly related to THE PROJECT to the Library Development Program of the STATE LIBRARY. The STATE LIBRARY will forward sufficient funds to the LOCAL LIBRARY to reimburse approved project expenditures (Please allow ten working days for State Library staff to process your reimbursement requests); and,
5. submit a quarterly summary report of THE PROJECT's financial transactions to the Library Development Program of the STATE LIBRARY during any and all fiscal year quarters in which there is LSCA financial activity for THE PROJECT. This financial report should be submitted to the STATE LIBRARY within 30 days of the close of the quarter being reported; and,

6. submit to the Library Development Program of the STATE LIBRARY by September 30 of each year during which THE PROJECT is active, a narrative summary report that explains to what extent THE PROJECT has met its goals and objectives. This progress report should also identify benefits and/or problems which resulted from THE PROJECT.

## SECTION II

The STATE LIBRARY agrees to reimburse the LOCAL LIBRARY the sum of up to ?????????????? (\$00,000.00) upon the occasion of the events described herein, and upon request, as approved expenses are incurred by the LOCAL LIBRARY in accordance with this AGREEMENT.

In the event that the LOCAL LIBRARY does not meet the terms of this AGREEMENT, the STATE LIBRARY may, at its discretion, exercise any or all of the following options:

1. withhold any unused funds until such time as the LOCAL LIBRARY is able to come into compliance with the terms of this AGREEMENT; and/or,
2. withhold any unused funds; and/or,
3. require that any or all LSCA funds previously disbursed to the LOCAL LIBRARY be returned to the STATE LIBRARY; and/or,
4. confiscate any or all equipment or other property purchased in whole or part with LSCA funds.

**SECTION III**

In the event of litigation concerning this AGREEMENT, venue shall be the First Judicial District in and for the County of Lewis and Clark, Montana, and this AGREEMENT shall be interpreted according to the laws of Montana.

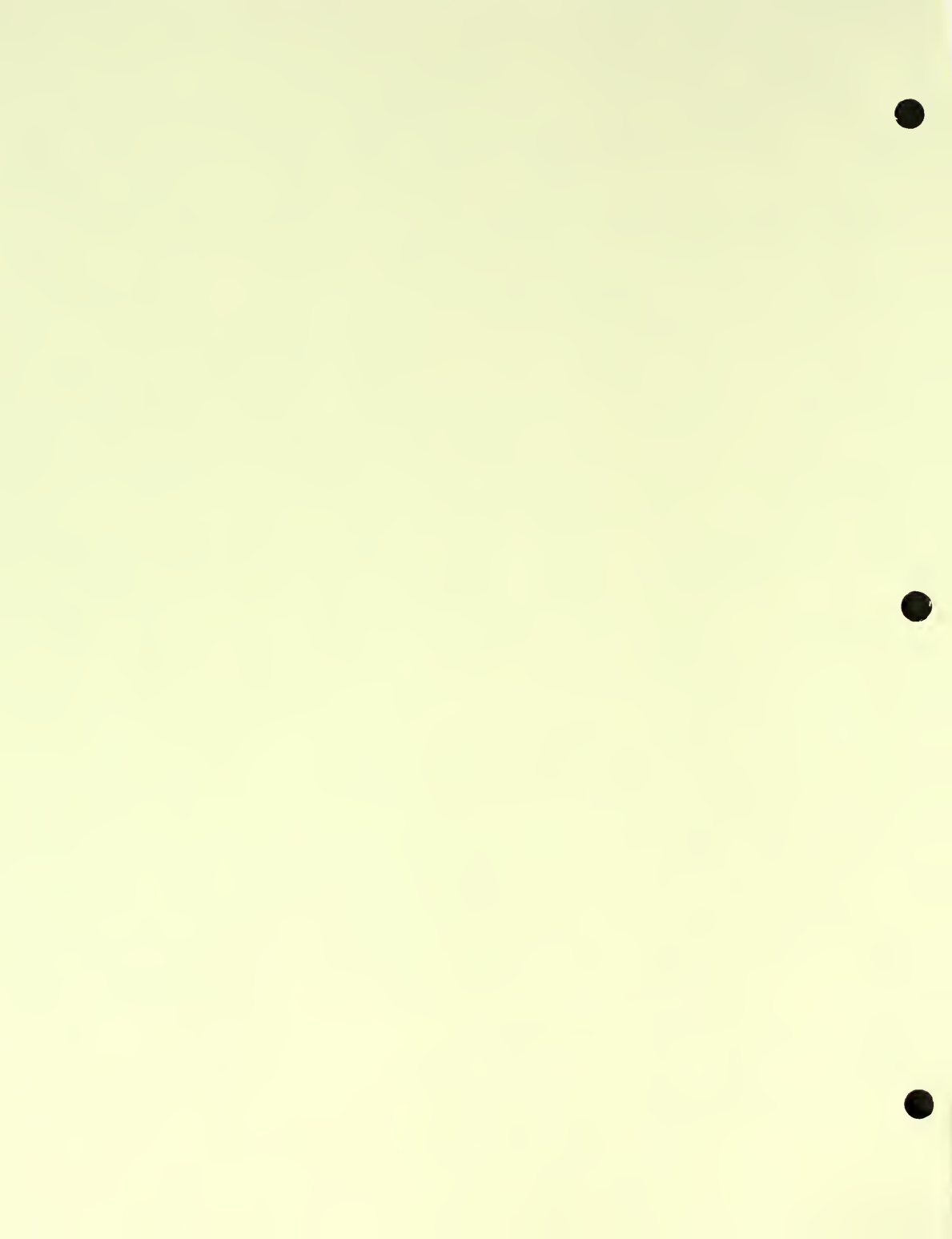
In witness thereof, the parties hereto have executed this AGREEMENT.

**STATE LIBRARY:**

_____	_____
PRINT OR TYPE NAME	TITLE
_____	_____
SIGNATURE	DATE

**LOCAL LIBRARY:**

_____	_____
PRINT OR TYPE NAME	TITLE
_____	_____
SIGNATURE	DATE



**ASSURANCES -- NON-CONSTRUCTION PROGRAMS -- TITLE I**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. Such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
- (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.c. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469 a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE 1 LSCA
APPLICANT ORGANIZATION	DATE SUBMITTED



**ASSURANCES -- NON-CONSTRUCTION PROGRAMS -- TITLE III**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. Such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age;
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
- (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE III LSCA
APPLICANT ORGANIZATION	DATE SUBMITTED

**Certification Regarding Lobbying For  
Grants and Cooperative Agreements  
Title I**

*Submission of this certification is required by Section 1352, Title 31 of the U.S. Code and is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000.*

*The undersigned certifies, to the best of his or her knowledge and belief, that:*

- (1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.*
  
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.*
  
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.*

*This certification is a material representation of fact on which the Department of Education relied when it made or entered into this grant or cooperative agreement. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.*

<hr/>	<i>Library Services and Construction Act, Title I</i>
<i>Organization Name</i>	<i>PR/Award (or Application) Number or Project Name</i>
<hr/>	
<i>Name and Title of Authorized Representative</i>	
<hr/>	
<i>Signature</i>	<i>Date</i>
 <i>ED 80-0008</i>	 <i>12/89</i>



**Certification Regarding Lobbying For  
Grants and Cooperative Agreements  
Title III**

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- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.*
  
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*Library Services and  
Construction Act, Title III*

*Organization Name*

*PR/Award (or Application)  
Number or Project Name*

*Name and Title of Authorized Representative*

*Signature*

*Date*

*ED 80-0008*

*12/89*



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**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
Title I**

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This certification is required by the regulations implementing Executive Order 12549, D Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participant in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name And Title Of Authorized Representative

---

Signature

Date



## Instruction for Certification

1. By signed and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If its later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that is certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set our in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and voluntary Exclusion--Lower Tier Covered Transaction,; without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequently by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render tin good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



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**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
Title III**

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- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participant in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

Name And Title Of Authorized Representative

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Signature

Date

## Instruction for Certification

1. By signed and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If its later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that is certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set our in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
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6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and voluntary Exclusion--Lower Tier Covered Transaction,; without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequently by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render tin good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**GRANT AGREEMENT**

This AGREEMENT is made this (date), by and between the Montana State Library, hereinafter referred to as the STATE LIBRARY, the (name of library), hereinafter referred to as the LOCAL LIBRARY, and the Library Board of Trustees of the (name of library) of (city), hereinafter referred to as the BOARD OF TRUSTEES.

The parties to this AGREEMENT, in consideration of the mutual promises set forth herein, agree as follows:

**SECTION I**

The LOCAL LIBRARY and the BOARD OF TRUSTEES agree to do the following:

1. (brief description of project);
2. Provide matching funds in the amount of (dollar amount) for the above-described project;
3. Submit the following items to the STATE LIBRARY for review and approval:
  - a. Copy of architect-owner agreement;
  - b. Preliminary budget showing estimated expenditures for entire project;
  - c. Plans and specifications prepared by architect;
  - d. Copies of bid tabs;
  - e. Copies of owner-contractor agreement in duplicate.
4. Submit any proposed change in the project to the STATE LIBRARY for approval prior to implementation of the changes.

The LOCAL LIBRARY and the BOARD OF TRUSTEES further agree to the following terms and conditions:

1. That they will not call for bids for construction until the receipt by them of written approval of the bid documents by the STATE LIBRARY. The LOCAL LIBRARY and the BOARD OF TRUSTEES further agree to require compliance by all contractors with:
  - a. Determination of applicable wage rates for the Project: (1) For projects with a total cost under \$2,000: Davis-Bacon Act or Montana Prevailing Wage rates do not apply. (2) For projects with a total cost ranging from \$2,000 to \$25,000: Davis-Bacon Act wage rates are required. (3) For projects with a total cost above \$25,000: The higher of either the Davis-Bacon Act or the Montana Prevailing Wage rates apply.
  - b. Projects in excess of \$10,000 shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as mandated by Executive Order 11375;

- c. All contracts shall comply with Copeland Anti-Kickback Act;
  - d. All contracts shall comply with sections 103 and 107 of the Contract Work Hours and Safety Standards Act;
  - e. Federal assurances attached.
2. That the building codes of Montana will be observed. The project will be approved by the local building official. If there is no local building official, the local library will contact the Montana State Library for assistance.
  3. That the project will be advertised or placed on the market for bidding according to the appropriate sections of the Montana Code Annotated.
  4. That all financial records shall be kept on a generally recognized accounting basis and shall be available to the STATE LIBRARY or its authorized representative at mutually convenient times.
  5. That they will specify and state, in all publicity concerning the project, that Federal Library Services and Construction Act--Title II funds are being utilized and that these funds are provided through the Montana State Library Commission.
  6. That they will notify the STATE LIBRARY when the project is completed.

## SECTION II

The STATE LIBRARY agrees to reimburse the LOCAL LIBRARY and the BOARD OF TRUSTEES the sum of (dollar amount) upon the occasion of the events described herein, in periodic sums set out in SCHEDULE A, attached hereto and incorporated herein by this reference.

The STATE LIBRARY will have the right to and shall, prior to the call for bids on the project, review and approve all plans, specifications, budgets, and other documents pertinent to the project. The STATE LIBRARY will seek approval of the plans and specifications by the Building Codes Bureau of the Montana Department of Commerce, if there is no local building official. The STATE LIBRARY will provide the latest federal wage rates to the LOCAL LIBRARY and the BOARD OF TRUSTEES.

The STATE LIBRARY will have the right to inspect the construction site and all work thereon at any time, and may do so prior to making any of the payments described in SCHEDULE A.

The grant application is attached hereto and incorporated herein by this reference.

In the event of litigation concerning this AGREEMENT, venue shall be the First Judicial District in and for the County of Lewis and Clark, Montana, and this AGREEMENT shall be interpreted according to the laws of Montana.

In witness thereof, the parties hereto have executed this AGREEMENT.

\_\_\_\_\_  
STATE LIBRARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
LOCAL LIBRARY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOARD OF TRUSTEES

\_\_\_\_\_  
DATE

Reimbursements by the STATE LIBRARY to the LOCAL LIBRARY and the BOARD OF TRUSTEES will be made in accordance with the following schedule:

**SCHEDULE A**

Approval by the STATE LIBRARY of the Bid documents and receipt of the owner-contractor agreement by the STATE LIBRARY: Reimburse-ment - 45% of the total grant amount.

Approval by the STATE LIBRARY of the Architect's Certificate at or about 50% completion of the project: Reimbursement - 45% of the total grant amount.

Approval by the STATE LIBRARY of the Architect's Certificate at completion of project: Reimbursement - 10% of the total grant amount.





**ASSURANCES -- CONSTRUCTION PROGRAMS -- TITLE II**

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal Assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specification and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal Statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) with prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

Standard Form 424D (4-88)  
Prescribed by OMB Circular A-102

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11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
14. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
  - (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469 a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE II LSCA
APPLICANT ORGANIZATION	DATE SUBMITTED



**ASSURANCE OF COMPLIANCE WITH THE DEPARTMENT OF  
HEALTH AND HUMAN SERVICES REGULATION UNDER  
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964\***

\_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_  
(hereinafter called the applicant)

**HEREBY AGREES THAT** it will comply with Title IV of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by our pursuant to the Regulation of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to the title, to the end that, in accordance with Title VI of the Act and the regulation, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or to be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Department; and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this Agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is to be provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

**THIS ASSURANCE** is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The Applicant recognizes and agrees that such representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of this Applicant.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Applicant's Mailing Address)

\_\_\_\_\_  
(President, Chairman of Board, or comparable authorized official)

**NOTE: Three copies of this form must be originally signed and presented with each application. ONLY THREE COPIES ARE REQUIRED FOR EACH APPLICATION. HEW-441 (12-64) (Dept. of Ed.)**



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**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions  
Title II**

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This certification is required by the regulations implementing Executive Order 12549, D Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participant in this transaction by any Federal department or agency.
  
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name And Title Of Authorized Representative

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Signature

Date

## Instruction for Certification

1. By signed and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (Telephone Number).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Lobbying For  
Grants and Cooperative Agreements  
Title II**

*Submission of this certification is required by Section 1352, Title 31 of the U.S. Code and is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000.*

*The undersigned certifies, to the best of his or her knowledge and belief, that:*

- (1) No Federal appropriate funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.*
  
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.*
  
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.*

*This certification is a material representation of fact on which the Department of Education relied when it made or entered into this grant or cooperative agreement. Any person who fails to file the required certification shall be subject to a civil penalty or not less than \$10,000 and not more than \$100,000 for each such failure.*

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*Organization Name* *Library Services and  
Construction Act, Title II  
PR/Award (or Application)  
Number or Project Name*

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*Name and Title of Authorized Representative*

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*Signature* *Date*

*ED 80-0008* *12/89*



# ADDENDUM

*Questions regarding the LSCA application process should be directed to:*

*LSCA Coordinator  
Montana State Library  
P.O. Box 201800  
Helena, MT 59620-1800  
406-444-5350*



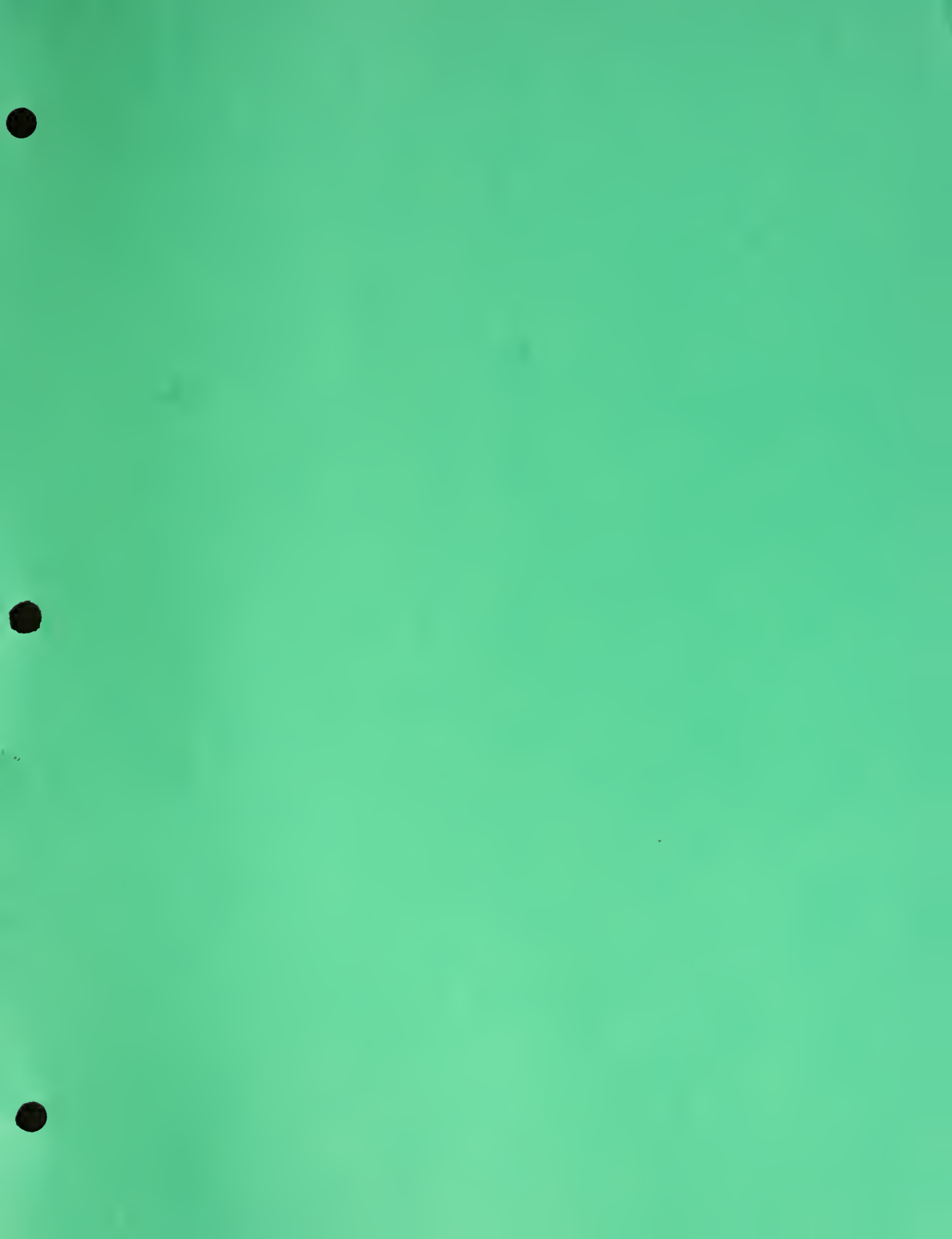


**MONTANA  
LIBRARY SERVICES AND  
CONSTRUCTION ACT (LSCA)  
LONG RANGE PROGRAM**

**THE LONG RANGE PROGRAM (LRP) IS CURRENTLY  
UNDER REVISION.**

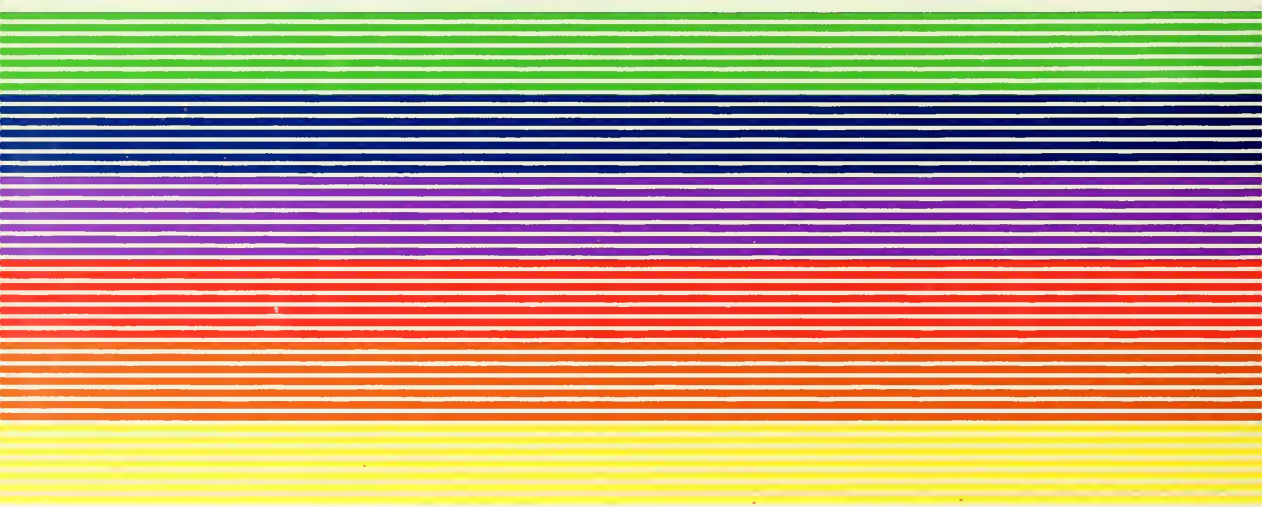
**THE REVISED DOCUMENT WILL BE MAILED ON  
APRIL 22, 1994 FOR INCLUSION IN THIS MANUAL.**











**DIALOG Information Services, Inc.**  
**3460 Hillview Avenue**  
**Palo Alto, California 94304**  
**Telephone: 800-3-DIALOG**  
**(800-334-2564)**  
**415-858-3810**